

## Career opportunity: Editorial associate

English Editorial Services, s.r.o. seeks an editorial associate (must be a native speaker of English) with specialized knowledge and/or experience.

### The firm:

A unique organization in the Czech Republic, English Editorial Services provides exceptionally high-quality editorial, translation, business publishing and corporate communication services to Czech and international companies and organizations. While working across a broad range of sectors, the majority of its revenues come from the life sciences and financial services sectors. A small but growing firm, English Editorial Services offers a seriously professional, collegial and nonsmoking work environment.

### The job:

The editorial associate will work full time at the company's Brno office, located adjacent to the city's main Lužanky Park. The work will include editing (and possibly writing) documents in English, translating from Czech to English, and other duties as may flexibly be required within a small team. In order to work successfully in our specialty sectors, the candidate will draw upon his or her formal education and preferably also work experience in one or more of the following areas: biological science, business and finance, and corporate communications.

### The candidate will:

- be a native speaker of English (probably British or American).
- have a university education (degree required), probably in a scientific field, agriculture, journalism, communications, and/or business.
- be able to demonstrate strong editorial skills and potential (previous editing or writing experience would be a strong advantage).
- be meticulous, hard-working, honest and responsible.
- have good reading knowledge of Czech and demonstrate a willingness to learn this language well (other CEE languages desirable).
- have strong computer skills (especially MS OFFICE and effective use of the Internet).
- demonstrate a long-term commitment to living and working in Brno.

### Contact us:

If you are qualified and interested, please send a full resume and cover letter containing approximately 1-1/2 pages of text to: Gale A. Kirking, Editor-in-Chief, [gale@englisheditorialservices.com](mailto:gale@englisheditorialservices.com).