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### **Career opportunity: Experienced editor and copywriter**

English Editorial Services, s.r.o. seeks an experienced writer and editor with long-term potential to play a key role in the company.

#### **The company:**

A unique organization in the Czech Republic, English Editorial Services, s.r.o. provides exceptionally high-quality editorial, translation and business publishing services to Czech and international companies and organizations. More than half of current revenues come from the financial services sector, while life sciences and legal services are additional key sectors. A small but growing firm, English Editorial Services offers a seriously professional, collegial and nonsmoking work environment.

#### **The job:**

The editor and copywriter will work closely with the Editor-in-Chief and Managing Editor at the company's Brno office. Already experienced in copywriting and editing in a business environment, he or she will take on steadily progressing responsibility for editing, writing, proofreading, and translating clients' documents and communication materials. An acceptable candidate will show clear potential and interest to become a partner in the firm over the long term and to develop into the role of editor-in-chief.

#### **The candidate will:**

- be a native speaker of English (probably British or American).
- have a university education (degree required), probably in journalism, communications, and/or business.
- have substantial editorial and copywriting experience (ideally in a financial or other business environment as well as in journalism).
- 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; DTP knowledge could be a big plus).
- demonstrate a long-term commitment to living and working in Brno, although future reassignment to another location may be possible as the company continues to grow.

#### **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). For more information, see: [www.englisheditorialservices.com](http://www.englisheditorialservices.com)