

Job Responsibilities

- Edit manuscripts thoroughly.
- Coordinate and liaise closely with writers.
- Ensure all projects assigned are accomplished on time.
- Ensure books are updated, vetted and corrected before reprinting.
- Draft relevant letter to writers.
- Write books as and when required.
- Translate overseas titles as and when required.
- Perform any ad hoc and other duties relating to the above as may be assigned by your superior from time to time.

Job Qualifications

- Degree/Diploma in Arts in History/Sejarah/Visual Arts, Arts, Illustration
- Expert/Familiar with Microsoft Office, Excel and Powerpoint and other word processing and publishing software.
- Fluent oral and written Bahasa Malaysia and English.

Job Type: Internship

Pay: RM500.00 - RM700.00 per month

- Free parking
- Meal allowance
- Professional development