

Job Responsibilities

Editorial

- Assist in Children's creative projects in the format of educational books and products.
- Review, organize and write manuscripts for publications.
- Translation from English to Mandarin, and vice versa.
- Plan and determine book/product specifications and packaging.
- Liaise external writers/translators/freelancers for assigned series/titles.
- Complete all assigned projects on time.
- Manage books and products quality, time and cost.
- Monitor work progress for Editorial and Creative Team.

Creative support

- Coordinate with Creative Team on graphic, illustrations, typesetting, layouts and corrections.
- Propose and review heading and icon designs.
- Check final sample layouts.

Sales and marketing support

- Brief Sales & Marketing Team on selling points for newly released products.
- Obtain feedback from Sales and Marketing Team on newly released products.

Perform any ad-hoc task related to the department.

Job Qualifications.

- Applicant must have Degree or Diploma in Early Childhood Education/ Education/ Language Studies or equivalent with good grades for Mandarin & English in SPM.
- Applicant should have 1 to 2 years of editorial experience, but **fresh graduate will also be considered.**
- Applicant must be proficient with Microsoft Office, Excel and Powerpoint and other word processing and publishing software.
- Applicants must be fluent in English and Mandarin to handle translation, writing, proofreading and editing in both languages.
- Selected applicant will work at Penerbitan Pelangi, Johor.