

Job description:**1. Familiarize with the editorial and creative processes in publishing**

- To understand the organizational chart of Knowledge and Creative team.
- To understand the procedure of ISO forms.
- To assist Supervisor on day to day basis.
- To liaise with in-house Knowledge & Creative Team regarding daily tasks done.

2. Evaluate, edit and proofread manuscripts

- To edit and proofread manuscripts as assigned by Supervisor.
- To assist in preparation of manuscripts for submission to the Creative Team (including editing text and artworks, and proofreading).
- To help in writing and editing book blurbs and other printing promotional materials.
- To help in evaluating new proposal by authors.
- To help in researching potential new authors.
- To abide by the deadlines given.
- To record all the daily tasks done.
- To comply with ISO procedures.

3. Adapt existing materials to other formats

- To help research potential new form of reading materials other than books such as e-learning, eBook, etc.
- To do internet research for any publishing projects related to both printed and digital products

4. Update Content product information with social media publicity

- To assist in updating Content products at pelangibooks.com website.
- To familiarize and update social media publicity including company Facebook and Twitter page.

5. Ad-hoc duties

- To carry out other ad-hoc duties related to Content Department.