

## **Junior / Senior Editor (Mathematics)**

### **Job Descriptions:**

- To edit manuscripts thoroughly;
- To plan and propose new publication series / titles on a yearly basis;
- To report to Commissioning Editor on the work progress;
- To ensure all projects assigned are accomplished on time;
- To train new editors and writers;
- To liaise with government bodies / agencies and organizations in order to secure the most up-to-date data, information and photographs;
- To carry out quality control routine on editor's (especially new editor) work.

### **Job Requirements:**

- Candidates must possess at least a Bachelor's Degree in Mathematics / any related field;
- Senior position: At least 4-5 year(s) of related experience including supervisory experience in Education or in Publishing industry;
- Junior position: Fresh graduates are encouraged to apply;
- Able to communicate in English and Bahasa Malaysia;
- Candidates who are able to speak Mandarin will have an added advantage;
- Mature with pleasant personality, self-motivated, multi-tasking, and able to work independently.

### **Required document:**

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy;
- Latest 3 months payslip.