



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Position: TOP Editorial Assistant

Department: Religion

Reports To: VP, Religion Editorial

Summary: Assist in the timely delivery of both print and digital projects, providing labeling of documents, posting digital files on servers, marking manuscript as directed by Editorial, creating transmittals of documents through internal systems, and preparing files and manuscript for external submission.

The ideal candidate would be a detail-oriented individual with exceptional organizational skills, excellent communication and literacy skills, ability to operate independently and establish and enforce prioritization, and a superb work ethic.

Core Responsibilities:

Assists VP Religion, VP Editorial, and Executive Editor to meet print and digital production schedules.

Prepares files and raw manuscript with appropriate file names and titles and electronically delivers to required receivers and/or file management system.

Attends the daily/weekly departmental status meetings and reports on assigned projects

Organizes assigned projects and sees them through to completion.

Consults with VP Editorial regarding problems and provides a weekly status report on assigned products

Follows direction in preparing files and manuscripts for submission to Bishop's Conformity and Imprimatur review.

Education, Experience, Skills Required:

BA College degree desirable, but not necessary

At least two years' administrative experience

Excellent computer and technology skills; Strong knowledge of MS Office



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Excellent communication skills (verbal/written), organizational skills, time management, and discretion

Proactive, detail-oriented, and self-motivated, with the ability to quickly evaluate problematic situations and provide workable solutions

Ability to prioritize tasks