

Commissioning ELT Editor

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Company: York Press

Location: London Area

Category: other-general

NOTE: If interested, share your CV to: tatiana.massaad@york-press.com

Responsibilities of this role: Commission and publish high-quality print, audio and digital learning materials, working according to a brief. Manage complex projects with fixed budgets and deadlines. Coordinate with teams of authors, educational consultants, editors, designers and illustrators. Develop and maintain close working relationships with international colleagues, clients and officials. Create and maintain schedules.

Required Qualifications: Attention to detail, accuracy
Excellent communication skills
Problem solving skills
Understanding of the publishing process
Ability to work with a team
Ability to build and manage successful relationships with customers and colleagues
Ability to prioritize and manage time
Degree education or equivalent
Recognized ELT teaching qualification
Experience in ELT publishing
Experience developing educational products and teaching and learning content
Experience managing large and complex projects to schedule and to budget

Desirable Qualifications: Willingness to travel
Experience of teaching, ideally in an ELT environment
Experience of producing print and digital learning materials to meet ministry requirements
Experience of producing learning materials for Arab and other markets

Working Hours: Monday till Friday: 9:15 AM - 5:15 PM

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