

Editor

Uhlig LLC is an advanced-technology publishing company in Overland Park specializing in variable-content documents and periodicals. Uhlig LLC serves customers throughout the United States. Based on its patent-pending Internet-based technologies, the Company is able to achieve significant improvements in cost and efficiency in traditional product categories, and has created new products that significantly expand the publishing marketplace. An individual who embraces change and has the ability to make a positive impact will thrive in this fast-paced, dynamic company.

We are offering an exciting opportunity for talented and motivated individuals interested in working as an Editor.

Job Description:

Successful candidates will develop story ideas related to specific products and target markets; review materials for accuracy and possible legal issues, such as libel or copyright; collaborate with artists in the design of new products; design, write, create, maintain and update technical documentation, including online help, quick reference guides, user guides, design specifications, system manuals, and department training manuals; and edit, standardize or revise material prepared by other writers or coworkers. Our Editors must be independent, self-motivated and highly detail-oriented, with the ability to juggle demanding tasks on deadline and deliver exceptional, consistent results. An individual who is resourceful and energetic with a competitive nature that demands excellence will excel in our environment.

Experience:

Candidates must possess a bachelor's degree in English, journalism or a related field and have 2+ years of proven experience or be a recent college graduate with high GPA and excellent referrals. Candidates must be self-starters with first-rate writing, spelling, proofreading, and grammatical skills; professional writing and/or copy editing experience preferred. Our Editors must demonstrate strong organizational and time-management skills, including the ability to handle multiple projects simultaneously, meet tight deadlines and react quickly and smoothly to changes.

We provide a culture that fosters business and professional growth. We work in a modern, high-technology office environment and offer generous opportunities for continuing work-related education and career advancement. EOE

No agency inquiries accepted.

All applicants wishing to apply please send resume, salary requirements and cover letter to careers@uhlig.com.