



Copy editor

Remote or office based (full-time; permanent)

Job summary

Copylab is a fast-growing investment writing and communications agency headquartered in Glasgow and with offices in Edinburgh and London. Outside the UK, we have a rapidly expanding presence in the US, France, Ireland, Singapore and elsewhere in Asia. Most of our clients are in the investment industry, but we foster the working environment you would expect of a creative agency – a fun and relaxed atmosphere where ideas can flourish, yet with a deadline-driven focus.

As our workload and client list grows, we are looking for a copy editor to join our team.

Core responsibilities

In general, our clients come to us for three key types of investment communications: articles and editorial content; creative marketing communications (print and digital); and fund reporting (editing and writing). The role involves working on all the editorial content we produce for our clients, along with the internal material we produce, to the highest standards.

The copy editor will be responsible for the following tasks:

- Copy editing and proofreading articles, fund reports, marketing literature and online content to ensure the highest levels of quality and factual accuracy
- Communicating confidently and effectively with clients and staff members at all levels of the agency
- Working with – and updating – different clients' style guides

Desired skills & qualifications

- Professional experience of copy editing and proofreading, ideally in investment marketing or financial services
- Excellent knowledge of grammar, spelling and punctuation
- Focus on quality, accuracy and attention to detail
- Ability to work to tight deadlines in a fast-paced environment
- Working effectively in a team environment – being adaptable and reliable, with a 'can do' attitude
- Great interpersonal skills
- Confidence when dealing with senior people
- Strong verbal and written communication skills
- Undergraduate degree
- Understanding of the differences between regional variants of English (UK, North America)
- Proficiency in MS Office

Salary

Dependent on experience. Please state your current salary when you apply.

Start date

ASAP. Please indicate the notice period of your current role.

Apply

Please apply to Kirstie Speed, HR Manager of Copylab – email kirstie@copylabgroup.com

In your application, describe why we should consider you for this opportunity and why you want this job. Please outline your previous experience and career aspirations. No agencies, please.