

## Sub-Editor Mathematics

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Company: Oxford University Press Pakistan

Location: Karachi Division

Category: other-general

**About the role** This position is responsible for independently handling projects from the commissioning stage to management of timely production of high-quality Mathematics titles in accordance with the set budgets as well as sending off the printed books to authors. The incumbent will be tasked with conducting market research, developing content for exercises, creating teacher resource materials, and aligning content with curricula. S/he will liaise with authors and designers to ensure adherence to publication timelines, coordinate quality checks of manuscripts, and proactively monitor specific schedules. Additionally, s/he will be responsible for calculating accurate costings for each book at relevant stages prior to publication to ascertain profitability.

**About you**

A strong school education and relevant Master's degree.

Impeccable English language with strong interpersonal and communication skills.

Prior experience in proofreading, editing along, project planning and management.

At least 5 to 7 years' experience in teaching the mentioned subject will be an added advantage.

Proficient in MS Office with high levels of literacy and numeracy.

Applicants should apply by completing the online recruitment form. Only shortlisted candidates will be notified.

#J-18808-Ljbffr

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