Company: People Matters

Position: Copy Desk

Position Location: Gurgaon

People Matters is a leading knowledge and media platform in the Human Resources space. We strive to create an HR community of practice and excellence that fosters amalgamation of new ideas between HR managers, HR service providers and CXOs, leading to the growth of HR as a business critical function. People Matters’ print, online, digital and events platforms provide thousands of HR stakeholders with information, best practices, trends and industry news. In a short span of 5 years, it has emerged as India’s single point of reference for knowledge in the HR industry. As HR steps up to its new role as business partner and becomes indispensable to business, our vision is to become an indispensable source of knowledge, information and inspiration for the community.

For this, we are looking for candidates for Copy Desk position, who can join our team to manage content for our print publication. This position entails the following responsibilities:

ESSENTIAL DUTIES & RESPONSIBILITIES

* Contribute in the planning process of the magazine and involve in ascertaining and determining content in accordance to the established and prescribed print formats/content placement for the magazine
* Coordinate work on the desk in collaboration with team of writers and editors
* Edit, rewrite articles, research pieces to create indispensable content
* Source articles, researches etc. and prescribe ideas for story creation
* Aid in substantial editing, copy editing and proofing
* Ensuring that any article or write-up is well-written, logically structured, has logical argument, adheres to the established standards and caters to the desired audience
* Write headlines, blurbs and other layout elements as necessary
* Check facts, illustrations, graphs, tables for accuracy
* Verify and correlate data, and ensure relevancy of the content
* Detect anomalies in the content and rectify them

EDUCATION/TRAINING/EXPERIENCE

• Bachelor’s Degree/Masters in journalism, advertising, communications, marketing or English

• Minimum 4-5 years’ experience in a copy desk position

• Proficient in Microsoft Word, Microsoft PowerPoint and Adobe Acrobat

• Proficiency in InDesign is preferred