

Transworld Ireland

Editorial Secretary

Transworld Ireland is an exciting new publishing venture focusing on Irish writers or books about Irish issues. With the support of Transworld Publishers, Transworld Ireland will be publishing a wide range of fiction and non fiction into Ireland's exciting and vibrant market.

We are currently looking for an Editorial Secretary, reporting to the Publisher. The main focus of this role is to provide editorial/secretarial assistance to the Publisher and to be a key point of contact for authors and agents. Editorial responsibilities will include managing the slush pile and liaising with internal departments such as Editorial, Marketing and Publicity in London. This is a small team and you will be responsible for all the administrative tasks, such as managing the Publisher's diary, making meeting arrangements, handling the mail, processing invoices and updating company systems.

Some editorial experience is essential and we are ideally looking for someone with copy-editing and proofreading skills. You must have a passion for books, a comprehensive knowledge of Irish culture and media and excellent IT skills. You must also be highly organized, with a meticulous eye for detail and the ability to multi-task.

If you are interested in applying for this position please apply online at <http://www.randomhouse.co.uk/jobs.htm>.

Closing date for applications is 20th October 2007.

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