

Proofreader

Full-Time Staff

Job Description: This position is in the marketing department of our Bridgeport, Conn. office. Primary responsibility is to proofread documents for spelling, grammar, pricing, content, consistency and format; also responsible for managing content for catalog production. Liaison with other departments to procure data, images and samples marketing needs for catalog production; also responsible for managing art files and placing them in various file management systems.

Prime Line

PPAI# 112744

Location: Bridgeport, Conn.

Reply to: marketingresumes@primeline.com

Requirements: Must be proficient in Microsoft Office and Adobe Acrobat (full edition). Experience proofreading/copyediting; must be organized and able to meet deadlines.

Education: 4-year degree preferred.

Required Experience:

- Proofreading: 1 year