

Publishing Manager

Our client:

A top luxury company based in Genva

Role & Responsibilities:

- In charge of the quality and editorial consistency of various media related to external communication
- Work on the definition of the editorial content of publications
- Manage the different stages of writing and translation in collaboration with the project coordination team
- Optimize content creation and writing processes, as well as their integration with translation processes
- Support the editorial and translation team in integrating new IT tools to improve work efficiency
- Propose and set up appropriate writing tools - writing and editing software
- Ensure the maintenance of the files and organize the follow-up of the work, set up and organize the common library

Profile:

- A university degree in translation
- 10 years of previous relevant experience as a Publishing manager
- Fluent English/French
- Good management of the IT tools needed to optimize the editorial work

Required skills:

- Capacity for extension, set a context and in perspective
- Versatility, speed, rigor and precision
- Ability to work in a team and evolve in a multicultural context

Contract type: Permanent

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Kerstin Leterme

Ref : KL716092594