

Proofreader - NET-A-PORTER.COM

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels, relied upon for its' exceptional quality of service and eye for the next big thing. With an expanding domestic and global market, and revenues increasing month to month, critical strategic change is on the agenda, in order for us to achieve the objective of dominating our sector as a truly successful force in online retail.

We have a fantastic opportunity for an enthusiastic individual to join our Product Editorial Team as a Proofreader. The main purpose of this role is to help ensure all products across NAP are described in an accurate and reliable manner, in clear and concise English and represent the brand ethos. This role involves proofing all information which appears on the product pages and maintaining levels of accuracy.

Responsibilities

- Subbing editor's notes: checking accuracy of copy against images as well as grammar, spelling etc
 - Subbing descriptions: checking accuracy of copy against images and ensuring all copy is clear and concise
 - Ensuring that all editorial content across product pages reflects the aims, values and house style of NET-A-PORTER.COM
 - Check accuracy of upload by checking all click-through functionality, size and fit tabs and dropdowns on the product page
 - Maintaining house style document
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Essential Skills & Requirements

- Proven experience of internet/interactive Sub Editing within retail
- Confidence to liaise with a variety of departments
- Excellent command of the English language
- Proven ability to work with deadlines
- Ability to work as part of a team or autonomously
- A thorough understanding of the online interactive experience
- Experience working in a fast-moving entrepreneurial environment with competing deadlines and priorities
- Ability to think clearly and calmly when faced with issues or problems
- Logical approach to purchase information
- Willingness to go the extra mile
- Self motivated, takes initiative

- A proven ability to work quickly and efficiently with accuracy and attention to detail
 - Time management skills, excellent time keeping and ability to meet deadlines
 - Sound knowledge of fashion, seasonal trends designers and brands as well as strong commercial awareness
 - Team player who can manage their own work load
 - Excellent organizational skills
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Location: Long Island City, NY

To Apply: Please send us an updated resume and cover letter to: jobs@net-a-porter.com

NO AGENCIES PLEASE