

## ENGLISH EDITOR/WRITER

**Job Description:** You will play a significant role in the success of an applicant. You will work alongside our global team of experienced editors and consultants to understand and edit MBA application essays and provide superior service to our clientele. You will be responsible for adding the value by suggesting appropriate content changes, ensuring the coherence and correct grammar of the write-ups.

We have openings for bright, experienced, committed, and skilled English literates to edit essays for MBA applicants applying to foreign universities.

**Employment Type:** Contract

**Experience:** 5+ years, candidates with exceptional skill set (with proven track record) can also apply. Past experience in reviewing MBA application will be considered favourably

**Education:** College degree in any field that promotes analytical thinking and clear communication.

**Skill Set:**

- Strong work ethics
- Ability to investigate and analyze information and to draw conclusions
- Excellent writing skills, perfect grammar
- 24x7 accesses to computer and internet
- Experience with advanced MS Word and Internet surfing
- Should be able to work under strict deadlines and always deliver on time

**Compensation:** At par with the Industry

**Working Days:** 7 days a week (Flexible)

You can send your updated resume to [jobs@apexwriters.com](mailto:jobs@apexwriters.com) . Please include the following details:

- Expected compensation
- Time willing to spend/week
- Computer and internet connection

Short listed candidates will go through two step screening and interview.