

Proofreader/Scheduler (New Jersey)

Salary: \$40K

FLSA: Non-Exempt

Hours: FT/PT

POSITION DESCRIPTION

Proofreader:

As a Proofreader, you will be expected to read entire documents to ensure completeness and accuracy, check spelling, punctuation, use of language, consistent presentation of names/acronyms and grammatical formatting.

Scheduler:

As a Scheduler, you will effectively fill engagement requests and assist and monitor schedules to ensure engagements are appropriately staffed.

RESPONSIBILITIES

Proofreader Key Responsibilities:

Proof-read original documents to detect and mark for correction any typographical, grammatical or mathematical errors, using standard proofreading editing marks.

Scheduler Key Responsibilities:

Generate scheduling, utilization and forecasting reports to assist with staffing decisions.

*Perform other administrative and related duties as required and assigned.

QUALIFICATIONS

To qualify, candidate must have:

- Excellent proofreading and documentation skills; hard copy or electronically
- Multi-task with exceptional attention to fine details
- Demonstrate strong Fluent English communication skills (oral, written, electronic)
- Strong knowledge of grammar and punctuation skills
- Understand general mathematics and accounting functions
- Proficient in computer and Microsoft Excel skills, Adobe Acrobat
- Knowledge of ProStaff is a plus
- Thrive in a fast-paced environment and prioritize accordingly
- Strong interpersonal and teamwork skills
- Associate degree or equivalent work experience

Inquiry:

Send resume to careers@eosllp.com

IMPORTANT: To be considered, please include the Job ID number in the subject line of your email.

Inquiry Posted: 6/27/2019

Job ID: WRNJ4A001