

SUB-EDITOR

Courier is on the hunt for an experienced, detail-oriented and disciplined sub-editor who will be responsible for overseeing the subbing and accuracy of Courier's various editorial products – from our bimonthly magazine and monthly newspapers to weekly email newsletter and more.

The successful candidate will be based in London.

What you'll do:

- Oversee the subbing and fact-checking of Courier's copy to house style, working accurately on a range of stories and in multiple formats – from print magazine and newspaper to website, email and social media
- Write strong headlines, stand firsts, captions and page furniture
- Spot and eliminate errors and make improvements to copy
- Work to tight deadlines and ensure all content is ready for sign-off by Courier's Editor-in-Chief
- Liaise daily with editorial, digital and design teams
- Update and maintain Courier's style guide
- Work within a growing team and adapt quickly to changes

What you'll bring:

- Proven subbing experience (5+ years minimum)
- A strong eye for detail
- Excellent written English and spoken communication skills
- Ability to learn Courier's house style and maintain quality
- Superb research skills and proven fact-checking ability
- Good general knowledge of business
- Ability to juggle multiple projects and deadlines at once
- Must be able to use the Adobe Creative Suite
- Adaptability, a sense of humour and the ability to thrive in a fast-growing environment

To apply:

Send your CV along with a letter explaining why you're the right person for the role – and any other materials you think support your case – to jobs@couriermedia.co. Please include the words '**Sub-Editor**' in the subject line.

About Courier:

Courier is the defining media brand for a new generation who want to live and work on their own terms. We've been telling insightful and inspiring stories of modern business through print, podcasts, events and more since launching in 2013. London-based but with an international perspective, our mission is to help you: WORK BETTER, LIVE SMARTER, BE HAPPIER.

Courier is an equal opportunity employer, and we value diversity at our company. We don't discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.