

### ***POSITION DETAILS***

Job Type: Full-time

Employment Type: Permanent

Level: 3

Reports to: Team Leader, based in Timisoara

Location: Timisoara

Start date: January 2016

Number of positions: 1

### ***POSITION PURPOSE***

The primary purpose of the position is to ensure that the English language in relevant research reports published by Sustainalytics fully meets standards of native English speakers and general writing standards

### ***KEY RESPONSIBILITIES***

- Responsible for editing incidents write ups and analyst views (50-50% split) by fixing any grammatical, punctuation and spelling errors so that they meet quality standards;
- Trains and mentors (junior) analysts to further enhance writing skills to improve readability, conciseness, style, flow of write ups;
- Oversees regular writing classes.

### ***QUALIFICATIONS***

- 3+ years' working experience as an editor;
- Bachelor's degree in English, journalism or other relevant field;
- Proven experience in an international company;
- Excellent written English, including good spelling and grammar;
- A meticulous approach to their work and an eye for detail;
- The ability to maintain high-quality work while meeting tight deadlines.

### ***WHAT WE OFFER***

- Salary is in the range of LEI 3700 - 4700 gross per month on a full-time basis, commensurate with qualifications and experience, plus benefits;
- Personal training budget;
- Gift vouchers for Christmas and Easter;
- Excellent Medical benefits;
- Gym membership;
- Outstanding bonus system;

- Dynamic, professional and friendly work environment within a global organization;
- Interesting career development options in a very innovative market.

***TO APPLY***

Please send a cover letter and resume to [careers@sustainalytics.com](mailto:careers@sustainalytics.com), citing '[Name] – Editor TM' in the subject line. All applications will be treated with the highest level of discretion and will be accepted until January 15th.

For inquiries related to the position, please contact Esther Hougee de Vet at [esther.hougee@sustainalytics.com](mailto:esther.hougee@sustainalytics.com).