



JOB TITLE: Content Editor – Full Time

BUSINESS UNIT: Metroland West, Editorial – Hamilton Spectator, 44 Frid Street, Hamilton, Ontario L8P 4M3

Seize this chance to join a talented and motivated team in a role that utilizes your drive for productivity, accuracy and efficiency in process driven tasks. Based in our Hamilton office, this position reports to the Night Production Editor. The role is a quality control position, and involves editing and proofing content created for all print sections and editions of the Toronto Star and supervising the work of other editors. Other tasks might include designing pages, copy editing for print and online, writing display copy, updating wire stories, retrieving photos from the wires or archives, and checking grammar and spelling. All the while, you'll be helping our team create the highest level of content integrity and quality. We require a skilled editor who knows CP style and is a stickler for grammar, sentence structure, spelling, punctuation and headline management.

As a key member of our team, we will rely on you to always work with accuracy and efficiency, building strong relationships within the team and ensuring our clients have top notch products by being prepared to go the extra mile and take a project to the next level!

KEY ACCOUNTABILITIES

- Editing and validating content source and quality efficiently and accurately
- Proof reading ensuring accuracy and efficiency
- Process driven abilities with a requirement that work produced is perfect with no errors
- Able to complete routine tasks
- Editing online content
- Following up on missing details
- Working and delivering to tight deadlines

WHAT WE'RE LOOKING FOR

- Degree or Diploma in Journalism or in related field
- Previous Journalism, Communications or Public Relations experience and knowledge of SEO
- Ability to excel in a fast-paced, deadline driven and demanding environment, driven for results
- Strong communication skills both verbal, especially written skills as well as a competent listener
- Passion for content, new media and technology
- Ability to work both independently and in a team environment
- Proactive and collaborative
- Mature, honest and hard-working yet light-hearted

Metroland is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Metroland will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

If this sounds like a fit for you, please apply by **October 13, 2018**

Internal Candidates apply to our internal posting portal on *MyMetNet* under *My Career*

External Candidates please apply to our external posting portal: <https://careers-en-metroland.icims.com>

Thank you for your interest. Only those candidates selected for an interview will be contacted.