



JOB TITLE: Proof Reader – Part Time

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

Metroland Media Group currently has an opening for a part-time Proofreader. The successful candidate will be responsible for proof reading Metroland's daily and community newspapers.

KEY ACCOUNTABILITIES

- Proof reading Metroland's daily and community newspapers.
- Check copies for spelling, grammar, consistency and other basics in preparation for release of content for print.
- Need to work well as a part of a team in a fast-paced environment.
- Must be able to multitask and have adaptability & flexibility to take on different jobs as workflow requirements dictate.

WHAT WE'RE LOOKING FOR

- A diploma or degree in English or related field preferred.
- High proficiency in written English.
- A keen proof-reading eye and an interest in the written word.
- Ability to quick-check content for spelling, complete sentencing and grammar.
- Familiarity with CP style.
- Attention to detail.
- The ability to work quickly and decisively under deadline pressure.

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 **September 22, 2018**

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

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

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