

offsite editors job summary

China Policy is a globally-recognised policy analysis and strategic advisory firm headquartered in Beijing. We build client knowledge and provide tools to map, analyse and respond to China's changing geopolitical, domestic and market environments.

From time to time we have vacancies for part-time off-site editors. These positions offer stimulating regular part-time work. These positions would suit graduates with strong China interest and advanced editing and language skills. Candidates must have good organisational skills and ability to work under minimal supervision.

responsibilities include

- edit posts and longer analyses for policyn website, and reports for clients with close reference to Chinese sources

knowledge and skills

- social science graduate
- strong English editing ability
- eye for detail and clear communicator
- good inter-cultural communication skills
- experience with WordPress an advantage
- ability to produce work to a set schedule, flexible and able to take initiative, willingness to work overtime when necessary

Please apply via our website <http://policyn.com/careers/> where you will find an application exercise.