Onward Search has a fantastic opportunity for an editor with our client, a staffing services company! As an editor, you will work with recruiters to proof and polish job postings before they are published to the public. You will check job postings for proper grammar, all necessary job description elements, and great writing style.

This position is a remote long-term contract position that begins as early as next week!

**Responsibilities:**

* Become familiar with Onward Search templates and style guidelines
* Check job postings three to four times a day to edit and approve postings
* Check grammar, consistency, and necessary posting elements
* Return incomplete job postings to recruiters

**Requirements:**

* Strong communication skills
* Proficiency in English grammar
* Attention to detail
* An eye for strong writing
* Ability to follow instructions
* Reliability
* A consistent daily schedule