

Versado Training

EDITOR

Versado Training is a creative agency that designs and develops custom adult learning solutions primarily in the life sciences industry. We take a consultative approach to each project and deliverable, working directly with clients to produce materials that meet the needs of both learners and clients. Versado has a challenging, fast-paced, and dynamic work environment.

ROLE DESCRIPTION

Role: Editor

Role Purpose: To provide editorial support to the organization using a broad range of editorial skills unique to the training industry, ensuring quality editing and timely, error-free submissions through internal processes, tools, and approaches.

Qualifications:

- Detail-oriented with superior writing and copyediting skills
- Strength in all areas of editing, including substantive editing, formatting, and design
- Skilled at navigating, implementing, and creating style guides
- Ability to collect and synthesize extensive (sometimes conflicting) input into clear, concise copy
- Organized, self-managed prioritization/execution of various tasks simultaneously to meet deadlines under pressure
- Interest and/or experience in the life sciences
- Adaptability to various roles; quickly learning to contribute to project execution
- Quick to master client submission systems to support fast-moving submission requirements
- Desire to brainstorm and problem-solve as a member of the Creative Services department to produce new ideas, processes, and deliverables
- **Required:** Proficiency in Word and PowerPoint; experience in eLearning platforms a plus

Engagement Type:

- Remote, with hybrid option available for candidates in Raleigh-Durham area
- Part-time contract to hire: employment compensation or continued contract to be negotiated after successful 3-month evaluation of competencies and mutual fit

Are you the right person for the job?

1. Versado is looking for teammates who have a strong desire to learn on the job. Because of the fast-paced, deadline-driven work that we do, new teammates learn by doing work bound by those same deadlines and standards.
2. Versado is looking for teammates who are ready to learn a variety of aspects of the consulting and corporate training business. Part of learning on the job means that the task that needs completing today will be different from the task that needs completing tomorrow.
3. Versado is looking for teammates who can manage their own time, tasks, and priorities given broader goals and desired outcomes. Everyone on the team must independently and wisely drive work forward even when details are not clear. This requires strong organizational and self-management skills.
4. Versado is looking for you to be you. We want teammates to feel comfortable being themselves and empowered to bring their uniqueness to work with them. As a creative agency, having an open-minded, diverse team will enable us to be more innovative and successful as a team.

Versado provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Versado complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.