

JOB DESCRIPTION

JOB TITLE: Junior Digital Content Copy Editor Manager,
REPORTS TO: Production Services
DIRECT REPORTS: -----
DEPARTMENT: Production Services
LOCATION: Houston, TX - Hybrid
Status: Permanent, Full-time

OVERVIEW

Energy Intelligence is seeking a new member for our Content Services Team to fill a new role that will ensure our award-winning services, maintain and exceed the standards of our valued clients in the energy industry.

As a Digital Content Copy Editor you will work with talented members of our editorial staff, analysts and creative department to produce and publish timely content that influences decision-makers in a fast-paced market.

RESPONSIBILITIES

- Copyediting energy-focused written content and datasets for clarity, accuracy, grammar and in-house style
- Creating, formatting and publishing data graphs and tables using Excel
- Selecting and adding images to news and other content
- Editing content metadata and tagging for both internal and external use
- Quality control all published content
- Managing and updating Energy Intelligence's in-house stylebook

CORE COMPETENCIES

- Ability to work well in a diverse, international team-oriented environment
- Strong knowledge of standard English grammar, usage, and writing
- Familiarity with American spelling and grammar
- Attention to detail, with a strong ability to catch typos and ambiguous content
- Using Microsoft Excel to create and format data into tables and graphs
- Ability to work under tight deadlines
- Ability to work coordinate workflow within a team
- Strong communication skills
- Dependability and consistency

SKILLS / EXPERIENCE

- Undergraduate degree in English, journalism, or a similar major
- Experience using online content management systems (CMS)
- Skilled in Microsoft: Excel, Word, Outlook, PowerPoint
- Proficiency with image manipulation using photo editing software
- 2+ years prior experience in media or digital publishing
- Familiarity with AP style
- Knowledge of business use of social media channels, including Twitter and LinkedIn
- Knowledge of the energy industry and related terminology a plus

COMPANY

Energy Intelligence is an independent provider of energy and geopolitical insights, analysis, data and research. The company's reputation has been built on independent analysis from access to primary sources of information and data. The Information Services, Data Analytics and Research & Advisory teams provide a unique integrated platform. With over 65 years of expert energy coverage, Energy Intelligence is the standard for navigating today's energy challenges and taking advantage of tomorrow's opportunities.

Energy Intelligence has offices in eight locations around the world: London, New York, Washington, DC, Houston, Dubai, Beirut, Singapore and Moscow.

Energy Intelligence is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Energy Intelligence will not discharge or in any manner discriminate against applicants or employees because they have inquired about, discussed, or disclosed their own pay or the pay of another applicant or employee. Nothing in this job posting should be construed as an offer or guarantee of employment.