

Grey House Publishing Canada Inc. is a leading publisher of directory database products for the academic, corporate and library markets. Our products incorporate information from Canadian companies, media sources, regulatory bodies and government agencies. Our main print products are the Canadian Almanac & Directory, Associations Canada, Canadian Environmental Resource Guide, Libraries Canada, Financial Services Canada, Canadian Parliamentary Guide and Governments Canada.

Our product line is currently growing and we are seeking bright and talented individuals with positive team spirit to join our small team of dedicated editors for a three-month internship.

Position: Three-month contract with full time hours

Location: Toronto

Start date: May 28, 2012 (negotiable)

Honorarium: \$1500 (paid at end of contract)

Number of positions: 3

Description:

The Associate Editor is responsible for updating one or more of the titles listed above, and reports to the Managing Editor.

Responsibilities:

- Participate in launch meetings
- Assist with mail and fax update campaigns
- Conduct research to update records using the Internet or telephone
- Update records in and add records to the databases
- Proof pages
- Seek art and text permissions

Qualifications:

- Post-secondary degree or diploma in English, publishing or library studies
- Excellent computer skills, including Microsoft Office
- Excellent Internet research skills
- Strong attention to detail
- Excellent oral, written and interpersonal communication skills
- Enjoy working in a fast-paced and results-oriented team environment
- Excellent time management skills
- Bilingual (English & French) an asset
- Knowledge of database systems or design programs an asset

Applications for this position are being accepted until May 22, 2012. Email resumes in confidence to twilliams@greyhouse.ca. Please indicate job title in the subject field and attach your resume as a Word document or PDF.

We wish to thank all applicants for their interest and effort in applying for these positions; however, only candidates selected for interviews will be contacted.

No phone calls, recruiters or agencies please.