



Part-time Job Vacancy

Proofreader

China-CEE Institute

1. Introduction to China-CEE Institute

China-CEE Institute is established by Chinese Academy of Social Sciences (CASS), registered as the non-profit corporation in Budapest, Hungary. The Institute of European Studies, CASS is responsible for organizing and managing it. China-CEE Institute will build ties and strengthen partnerships with academic institutions and think tanks in Hungary and other Central and Eastern European countries. It aims to involve scholars and researchers in CEE countries to carry out joint researches, field studies, seminars and lecture series, some training programs for younger students, translation and publication etc.

Website: www.china-cee.eu

2. Tasks

Proofreader specializes in proofreading all research materials (in English), to ensure error-free work, receives materials from China-CEE Institute, reviews all materials generated by researchers.

- Checks for correct spelling, grammar, punctuation, format, size specs and so on.

3. Qualifications

- Must be extremely detail-oriented and able to work within set, tight deadlines at maximum efficiency

- Must be highly flexible and organized
- Knowledge of standard proofreading practices and procedures
- Excellent command of the written English language
- Excellent interpersonal communication skills
- Proficient with Microsoft Office
- A bachelor's degree in a relevant subject, like English, publishing, or media
- Min. 3 years of professional proofreading experience preferred

4. Contact:

Please send us your CV in English to the czegledi.eszter@china-cee.eu and majc@cass.org.cn before 30 November 2018.