

Cactus Communications is a leading provider of scientific communication services to more than 60,000 clients across 116 countries. In line with its mission-to enable growth through effective communication- CACTUS offers specialist academic editing, medical communications, publication support, transcription, translation, and training services to individuals and corporations across sectors such as academia, publishing, and pharmaceuticals.

Combining the rich experience of a multi-national, multi-functional team; the peerless capabilities of over 1400 language and business professionals; and ingenious technological innovation, CACTUS helps researchers, journals, universities, and corporations achieve their publication goals. The CACTUS culture is an eclectic yet inclusive one, where people from different countries and professional backgrounds come together to form a global team that pursues excellence, prizes integrity, and works as a unified client-focused organization.

Offices

United States | Japan | Brazil | India | South Korea | Taiwan | China

Awards and Recognition

*2014: Ranked 1st in the Professional Services category and as India's 10th best workplace overall in the Great Place to Work Institute survey (Ranked among top 20 from 2011- 2013)

*2010: Red Herring Global 100 Award, for innovation in business

*2008: Featured among the Top 15 Exciting Emerging Companies 2008, in a NASSCOM survey

Please find below the Job Description of the role we are hiring for:

Associate Editor

We are looking for an associate editor for our Editing and reviewing team. As an associate editor at CACTUS, you will

- Perform deadline-driven quality assurance checks on manuscripts edited by freelancers to review if
 - Poorly worded sentences have been edited for better readability and clarity
 - Client instructions and subject-specific conventions are followed
- Handle manuscripts on topics ranging from engineering, biochemistry to immunology, cognitive neuroscience, ecology, physics, chemistry, computer sciences, microbiology, psychology, Sociology, economics etc.

- Interact with talented freelance editors from around the world and proactively provide feedback on their editing assignments
- Understand client and industry requirements and adapt working approach accordingly

Essential skills and expertise

- A Bachelors/Masters/PhD degree in any of the sciences or humanities related subject areas.
- Excellent written English skills and attention to detail

Fresh graduates are also welcome to apply.

Job location/type: Andheri (West), Mumbai, India; Full-time or work from home

Package offered: We are willing to offer students a package between 3 to 6 lakhs per annum. We also provide relocation support to any outstation candidates.

Branches we would like to hire undergraduate students from are listed below:

Civil and Environmental engineering ,Computer Engineering and Information Technology, Electrical Engineering, Mechanical Engineering, Structural Engineering , Biotechnology, Microbiology, Biochemistry, Economics, Sociology, Psychology, History, Biology, Chemistry, Physics

Selection Process: Our selection process involves a test on our website (link is given below) followed by two technical tests + 2 rounds of interviews.

CACTUS is ranked one of the top 20 companies to work for in India. To learn more, visit

<http://www.cactusglobal.com/about-us>