



Position: Document Review

Location: Salinas, CA

Duties:

Proofreads submitted statements and measures for formatting errors and content discrepancies between multiple versions, marking up the document to indicate anything that does not comply with established guidelines. Most of the proofreading you will do involves comparison — the comparison between two versions of the same document — to find discrepancies and mark them so the corrector understands the instruction.

Requirements:

Individuals should be detail oriented, organized, and thorough in the completion of a repetitive task.

Schedule:

M-F 8-5, but hours will vary depending on the volume and timing between submitting a revised copy to the printer and receiving

Please send resumes to: ccjobs@slingshotconnections.com

Phone Number: 831.663.4000