



Job Description

Designation : Proof-reader

Company Website : www.tlgroup.com, www.hotelmemberships.com

Key Responsibilities:

1. To ensure that the text of any product that involves writing is free of any errors, whilst ensuring that texts are engaging and accessible to the readers.
2. To correct and grammatical and spelling errors.
3. To look at the work and fix any problem with style and tone.
4. To ensuring fact-checks.
5. Attention to detail: To ensure every comma is in place and every word is spelled correctly.
6. To ensure page numbers, headings and captions are correct.
7. To ensure that photos and captions are correctly captioned.

Desired Profile:

1. Male/Female of minimum 2 years' experience.
2. Scrupulous about detailed work.
3. Self-motivated.
4. Good at concentrating for long spells.
5. Comfortable working with IT.
6. Impeccable verbal and written communication skills in English.