



WILEN
MEDIA CORP
A Wilén Group Partner Company

5 Wellwood Avenue
Farmingdale, NY 11735
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Proofreader

Wilén Media, a fast-paced marketing agency, is seeking an experienced, detail-oriented individual who will be responsible for proofreading printed material promoting our diverse clients' products and services.

Important Notes: Please read prior to applying.

- This is an on-site position; please do not apply if you are looking for a work-from-home position.
- Full and part-time openings available.
- Qualified applicants will need to pass a proofreading assessment.
- We are looking for experienced proofreaders, so only applicants whose résumés highlight proofreading experience will be considered.
- Sorry, cover letters or résumés that are received with typographical errors will not be considered for this position.

Responsibilities and Requirements Include:

- Reviewing client marketing materials to ensure that:
 - Spelling, grammar, punctuation, point size, text style, accuracy, spacing and formatting are correct and consistent.
 - Client revisions have been applied.
 - Style and branding guidelines are adhered to.
 - All necessary information and legal disclaimers are present and correct.
 - All variable information is present and correct, including codes, phone numbers, offers, pricing, offer disclaimers and expiration dates.
- Acquiring and maintaining knowledge of our clients' ever-changing communication standards and styles in order to best uphold product integrity.
- Developing effective working relationships with, and readily taking direction from, creative and production team members.
- Utilizing multiple information resources to verify accuracy of information.
- Exercising strong organizational skills and the ability to work efficiently within strict production schedule deadlines.
- Minimum of five years proofreading experience in an agency or related environment.
- Bachelor's degree in English or a related discipline.

Bonus Skills (not required, but a plus):

- Knowledge of proofreader's marks
- Experience with Mac platform
- Experience with GMC PrintNet T program
- Ability to proofread in Spanish

If you meet the qualifications for this position, please apply with your résumé, cover letter and hourly rate to careers@wilengroup.com.



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Wilen Media (WilenMedia.com) is an independently owned and operated full-service advertising and communications agency that specializes in one-to-one advertising across multiple communication channels. Wilen Media is a part of the Wilen Group (WilenGroup.com) of partner companies which includes Wilen Direct (WilenDirect.com), the most technologically advanced printing facility on the east coast. The Wilen Media corporate office is located in Farmingdale, New York.

Wilen Media delivers a broad range of advertising services including consumer insights, brand strategies, advertising, creative services, production, and media planning and buying. Its advertising capabilities reaches across broadcast, print, Web, mobile, database, direct mail and more. It is uniquely differentiated from other advertising agencies by its expertise in navigating a client's consumer base through nearly any buying process, from awareness and consideration through engagement, decision-making and purchase. Wilen takes it further by providing clients with ongoing sales reinforcement or customer relationship management. The Wilen Media client roster covers a wide range of industries including: beverages, entertainment, quick-service restaurants, sports properties, retail, telecommunications, technology and more.