

Quality Specialist (Proofreader)

Job ID
REQ-10061709

9月 08, 2025

Mexico

摘要

We are seeking a detail-oriented proofreader to join our team. The Quality Specialist will be responsible for proofreading the content to ensure accuracy, consistency and guidelines are met. This role requires attention to details as well as the ability to work under tight deadlines while maintaining high quality standards. This role requires the ability to collaborate with cross-functional teams to ensure high-quality delivery.

About the Role

- Review and proofread a variety of content types including Emails, labels, websites, digital content.
- Ensure all content is free from spelling, punctuation, and typographical errors.
- Verify consistency in formatting, tone, and style according to brand guidelines.

- Collaborate with writers, editors, designers, and other stakeholders to clarify the requirement of the content proof reading.
- Maintain and update style guides and proofreading checklists.
- Identify the defects, document and ensure the closure of them
- Manage multiple projects simultaneously while meeting deadlines.
- Participate in knowledge sharing sessions with the teams
- Able to update the relevant SOPs
- Perform functional testing for in scope digital platforms

Background

- Proven experience (4-6 years) as a proofreader, editor, or in a similar role.
- Exceptional command of the English language.
- Strong attention to detail and organizational skills.
- Familiarity with style guides.
- Proficiency in Microsoft Office Suite and editing tools (e.g., Adobe Acrobat, Track Changes in Word).
- Ability to work independently and collaboratively in a fast-paced environment.
- English proficiency. Multilingual proficiency is a plus.

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部门
US

Business Unit
Universal Hierarchy Node

地点
Mexico

站点
INSURGENTES

Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.



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