



NEWS DESK EDITOR

Corporate: Research Triangle Park/Morrisville, North Carolina, USA
500 Perimeter Park Drive Suite D, Morrisville, NC 27560

Job Title: News Desk Editor

Department: Operations

Status: Full-time

About Us:

Issuer Direct (NYSE: ISDR) is a global industry-leading communications and compliance platform company focusing on the needs of corporate issuers. Issuer Direct has offices in the UK, Canada and multiple locations across the US, but is headquartered in Research Triangle Park, NC. Issuer Direct serves more than 4,000 public and private companies in more than 18 countries.

As one of fastest growing companies in our space, we are excited to be recruiting for skilled professionals looking to be a part of our dynamic team!

We're looking for a new member of the editorial team. You will be entrusted as a key player to distribute and edit press releases across thousands of distribution outlets both domestically and internationally. Additionally, you will be responsible for working with the entire organization and our clients to train, implement, and support their business leaders both inside the company and externally with partners to encourage platform use. The ideal candidate will be upbeat and looking for a unique opportunity to gain experience in the communications industry! We look forward to meeting you!

A Day in the Life:

- Handles all aspects of the dissemination of a press release.
- Conducts complete editorial reviews of each press-release, including but not limited to, receiving, reviewing, editing for spelling & grammatical/punctuation errors, and ensuring all formatting requirements are in place prior to live release.
- Assists clients with their distribution requirements.
- Ensures consistency regarding branding and style.
- Responds to client needs in a timely and efficient manner and troubleshoots user errors when required.

About You:

Knowledge, Skills & Abilities

- You engage and partner with clients and internal partners as required
- Excellent oral and written communication skills
- Excel in problem-solving
- Great attention to detail
- Self-driven
- Excellent time management and organizational skills



- Ability to prioritize and leverage resources successfully
- Proficiency in PC/Internet technologies and Microsoft Office Suite
- HTML experience preferred
- Ability to work flexible hours and weekends

Education & Experience

- BA/BS degree or equivalent work experience
- 2+ years' editing experience required

Perks & Benefits:

- 100% company paid medical coverage, with optional dental & vision benefits
- 100% company paid Short-Term Disability, Long-Term Disability, and Life Insurance
- 100% company paid Telemedicine
- Employee Assistance Program & Health Advocate available for all employees
- Flexible Spending Account (FSA) & Health Savings Account (HSA)
- Company discounts on social & entertainment
- 401(k) with match
- Generous and flexible PTO policy & Holiday Pay

Issuer Direct is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law.

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