



OPPORTUNITY: PROOFREADER

If you love grammar and spelling, and finding typos in copy makes your day, read on. We are currently seeking a talented, self-assured **proofreader** to work full-time in our Westport, CT office. This professional will be a critical member of our operations team and work in concert with our project directors and analysts to ensure our perception study clients receive high-quality, error-free research reports and transcripts of the interviews conducted on their behalf.

PRIMARY RESPONSIBILITIES:

- Ensure accuracy of content, spelling and grammar
- Monitor consistency of all material within style and established guidelines
- Perform quality control duties/provide constructive feedback to transcriptionists
- Assemble reports for client delivery
- Ensure compliance with our in-house style guide
- Complete other duties as assigned

REQUIREMENTS:

- Bachelor's degree in English or relevant discipline (Market Research and/or Finance coursework a plus)
- 2+ years of experience doing professional copy editing/proofreading
- Meticulous attention to detail and accuracy
- Impeccable spelling, grammar and usage
- Exceptional written and verbal communication skills
- Excellent organizational skills
- Ability to handle multiple assignments/adhere to tight deadlines
- Motivated/quick learner
- Team player
- Proficiency with Microsoft Office/Word

Rivel Research Group is the premiere niche marketing research company focused solely on providing strategic investment community marketing research to publicly traded companies.

Founded in 1991, Rivel is recognized as the leader in objective, unbiased research that utilizes a mix of quantitative and qualitative data as the basis for its C-suite/Board level consulting.

Our rapidly growing client list includes some of the largest publicly traded companies in the world in a wide variety of industries.

CONTACT:

Please email a resume accompanied by a cover letter to [Mike Kolakowski](#)

Click [here](#) for more info on Rivel

No phone calls please

