kinetik solutions

agility to sustain change

kinetik solutions limited
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Enjoy Editing/Proofreading documents?

Who we are

Kinetik Solutions is a UK-based consultancy firm that delivers business transformation, process excellence, and change management in operational settings. More details about the company can be found at our website www.kinetik.uk.com.

We work with FTSE 350 clients from diverse sectors, such as: consumer, business-to-business services, automotive, manufacturing, public sector, and health. Our past clients include Hertz, EMI Music, MITIE and Blind Veterans UK.

The Role – Editor/Proof Reader

As part of our delivery to our clients, we create reports for senior managers/directors that need to be succinct yet thorough. We need assistance in ensuring the grammar and language is at a professional standard for our final reports/documents. We also need to make ensure that our marketing material (web site, blogs etc.) are of the highest quality. An interest and some experience in content writing interest is desirable for the role. The commitment is anticipated to be around 5-10 hours per month. This is a remote working post with regular Skype meetings.

For more information about the role, please contact Kruti Varia (kruti@kinetik.uk.com).

Requirements (E= Essential, D= Desirable)

The successful applicant should be available to start immediately and:

♦ Be responsive and able to turn around documents rapidly (24-48 hours) (E)
♦ Strong experience using Microsoft Word and PowerPoint (E)
♦ Have a minimum of 1 year's work experience (E)
♦ A UK citizen or the successful candidate must have permission to work in the UK by the start of their employment (E)
♦ Content Writing Skills (E)
♦ Have own computer, internet access and phone (E)
♦ Studying for a degree that is related to English language (D)

If interested please send your CV with cover letter at bebetter@kinetik.uk.com, clearly stating the job title on the subject line.