



*A lifetime opportunity*

# English Editor

We're looking for a part-time English editor based in Phnom Penh. The position comes with a work permit.

## The editing team

PwC's editing team helps people improve their written English. We edit anything from one sentence to 100+ page documents in Word, Excel, and PowerPoint. We deal with PwC's full range of services, which involve legal, tax, assurance, consulting, as well as internal memos and documents. The team also helps people through training and with writing support.

## Part of Internal Firm Services

To deliver a first-class service to our clients, we need first-class support internally. The editing team is part of our Internal Firm Services, which is a network of specialist support for writing, marketing, human capital, technology, learning and development, to name but a few. Each team plays a vital role in making sure we have all the right resources, services, and technology across our business.

## The role

Based in Phnom Penh you'll be part of a small, international team serving the PwC offices in Cambodia, Laos and Thailand. This role supports all forms of client and internal writing. The team, headquartered in Bangkok, provides a range of writing solutions. Flexible working arrangements are available.



## Key responsibilities

- Editing documents to a professional standard and in line with PwC guidelines.
- Understanding risk and quality issues and the relevant reporting channels.
- Working with the editing team to meet deadlines and priorities.
- Advising colleagues on writing improvements by offering solutions and sympathetic support.
- Providing writing training support when needed.

## Requirements

### Essential

- Native English speaker
- Bachelor's degree in any subject
- At least two years' experience reviewing professional documents, either as an editor or as part of another role
- At least two years' experience in an administrative or managerial role
- Proven ability to prioritise, and work to deadlines.
- Proven communication and interpersonal skills.
- Proven ability to learn quickly

### Desirable

- Degree in Accounting, Law, Finance, Business or Communication.
- Experience with another Big Four firm or other multinational organisation or company.
- Experience working in Southeast Asia.
- Training experience.
- Experience with G Suite.

## The skills we look for

All our people need to demonstrate the skills and behaviours that support us in delivering our business strategy. These skills and behaviours make up our global leadership framework, The PwC Professional, based on five core attributes: whole leadership, technical capabilities, business acumen, global acumen, and relationships. This is important to the work we do for our business and our clients.

## Diversity

We seek to attract and employ the best people from the widest talent pool, as well as those who reflect the diverse nature of society. We aim to encourage a culture where people can be themselves and be valued for their strengths. Creating value through diversity is what makes us strong as a business and as an organisation with an increasingly agile workforce, we're open to flexible working arrangements where appropriate.

**Interested candidates should send their CV together with a covering letter to :**

**[pwc.careers@kh.pwc.com](mailto:pwc.careers@kh.pwc.com)**

*PricewaterhouseCoopers (Cambodia) Ltd.*

*58C Sihanouk Boulevard, Chamkamorn, Phnom Penh.*

*Tel: (023) 860 606, Fax: (023) 211 594*

[www.pwc.com/kh](http://www.pwc.com/kh)

Only short listed candidates will be contacted. CVs received will not be returned.



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