

## **Karvy Global Services Limited**

### **Human Resources Department**

**Job Title** : Financial Editor  
**Location** : Hyderabad, India

#### **Summary**

Responsible for language / copy / style editing of reports prepared by Research Analysts on a day-to-day basis and render support to train Analysts on language skills (spoken/written).

#### **Skill Set**

- Excellent written / oral communication skills in English language with particular emphasis on grammar.
- Familiarity with American / British writing styles – spellings, punctuations etc.,
- Fluent with MS Office
- Knowledge on using style guides would be a plus.
- Prior experience working on editing assignments.
- Understanding / working knowledge of business finance would be an added advantage.

#### **Personality**

- Be a self-starter, with initiative, energy, commitment, and eagerness to learn.
- Flexibility, adaptability to different working styles and open to ideas from others.
- Ability to work under pressure and to deadlines; both independently and in a team.
- Excellent interpersonal skills.
- Ability to work with people from all backgrounds and cultures, in all time zones around the world.

#### **Qualifications**

- A post-graduate from a recognized institution in Journalism / Mass Communication / Business Communication

#### **Job Description**

- Work in coordination with financial and business research analysts to produce high quality reports.
- Ability to re-write comprehensive research reports and commentaries, especially to correct / rewrite text in order to clarify the meaning and add an edge to the writing.
- Proven ability to communicate clearly and concisely is a prerequisite for this role, as are excellent interpersonal skills and ability to deal with people at all levels. The editor is expected to plan and manage his/her own workloads to ensure timeliness, accuracy, and completeness.
- The role will involve 1) taking time zone responsibility for all editorial content on the site, including the output various teams, particularly as regards the language and formatting; 2) Preparing/updating style guides/specks for different reports by identifying client requirement and also the target audience.

- Contribute to the company website by providing editing support for research samples/marketing collateral and also write opinion pieces related to Economics/Finance and Business in general.
- Conduct regular training sessions on language and style, by identifying the needs of the group/individual.
- Strong communication skills and flair to be creative. Experience in a similar function, either as part of a research group, content development/design, or as a journalist will be an advantage.
- Knowledge and experience with financial reports/research/commentary is essential. Previous experience and/or accreditation in journalism are advantageous.

**Contact Coordinates**

Human Resources Unit

Karvy Global Services Limited

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