

**Job Title:** Publications Editor  
**Location City:** Gurgaon  
**Industry:** Consulting and Advisory Services  
**Company:** Everest Group

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## Company Description

Everest Group is an advisor to business leaders on global services with a worldwide reputation for helping Global 1000 firms dramatically improve their performance by optimizing their back- and middle-office business services. With a fact-based approach driving outcomes, Everest Group counsels organizations with complex challenges related to the use and delivery of global services in their pursuits to balance short-term needs with long-term goals. Through its practical consulting, original research and industry resource services, Everest Group helps clients maximize value from internal transformations, shared services, outsourcing and blended model strategies. Established in 1991, Everest Group serves users of global services, providers of services, country organizations and private equity firms, in six continents across all industry categories. For more information, please visit our website – [www.everestgrp.com](http://www.everestgrp.com).

## Job overview

The Publications Editor role is a highly interactive role across the Everest Group research team with overall responsibility for serving as a role model and mentor for superior writing. The goal of the position is to help team members to think about how to design effective and engaging written communications based on the audience and communication medium. Within the context of Everest Group's style and communication objectives, the Publications Editor works to ensure our research communications are clear, crisp, and highly readable. In addition to mentoring our research analyst team, the position works closely with the Visual Arts team to ensure that copy and layout are well coordinated to optimally present our content.

## Job details

### Primary Responsibilities

- Staff mentorship and support
  - Help analyst team members to learn how to think about and write effective communications based on the communications type and audience, for example
    - Headlines
    - Key points
    - Briefs
    - Blogs
    - Articles
  - Focus on improved and consistent writing clarity, crispness, and readability within Everest Group style and voice
  - Provide extra Support and remedial work with analysts who need additional assistance
- Oversight of external editorial resources
- For select content (i.e., special projects, high-profile work, new styles, etc.), review, edit, potentially write
- Advocate for and implement new concepts, process improvements, etc.
- Maintain the established written style guide
- Provide broad oversight of research work to ensure our content adheres closely to our established written style guide and to the goals of the work product
  - Editorial rules and style
  - Everest Group voice, American English standard

### **Key required skills**

- Strong stakeholder management skills; collegial but assertive personality
- Strong experience with written communications mentoring, teaching, and/or training, ideally in a professional services firm
- Ability to work effectively across teams and with a variety of projects and constituencies
- Ability to creatively problem-solve across organizational groups to prioritize and find solutions
- Superior written and verbal communications skills; fluency in American English, including grammar, spelling, and punctuation style, is required
- Experience with *The Chicago Manual of Style* highly desirable
- Attention to detail for ensuring quality of analysis and insight
- Ability to generate new ideas and own conception-to-execution cycles with input and support from relevant stakeholders

### **Education & experience**

- 10+ years of relevant work experience
- Working experience with MNC's/Research/Consulting firms is an added advantage
- Post graduate degree in any stream from reputed college