IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

Our rapidly evolving and dynamic organisation in Geneva is looking for a

**Copywriter – Editor**

*(60 – 80%)*

**JOB SUMMARY**

Reporting to the Senior Manager, Content & Media, the Copywriter - Editor will ensure that the documents produced by or for the Communications department are accurate, coherent, consistent and appropriate for the target audience.

**RESPONSIBILITIES**

*Editing (25%)*

- Revise and edit documentation produced by the Advocacy and Communication teams as well as by the Office of the Secretary General by correcting factual, logical, spelling, grammatical errors, formatting and layout, to ensure that they are in accordance with the organisation's standards and guidelines
- Proofread documentation to ensure high-quality content (formal reports, letters, slides, etc.)
- Liaise with authors of the documents, as necessary
- Revise and edit documentation produced by all other departments within IRU upon request and given availability,
- Assist the Communications department with editing, proofreading, and writing, including hot content for the website.

*Copywriting (20%)*

- Deliver original and innovative copy to tight deadlines
- Transform technical language into compelling messages
- Interpret copywriting briefs to understand project requirements
- Collaborate with the Marketing team on marketing projects, using SEO principles to maximize copy's reach

*Translation administration (5%)*

- Liaise with the external translators, following-up on translation requests and invoices.

**QUALIFICATIONS & EXPERIENCE**

- University degree or other relevant qualification in the English language or a related field.
- At least 5 to 8 years' experience in proofreading, editing and revision.
- Experience in an international environment would be an asset.
- Swiss or valid work permit.
COMPETENCIES, SKILLS & BEHAVIOURS

- Native English speaker with excellent writing skills
- Fluency in French is required, knowledge of any other language would be an asset
- Experience writing for a cohesive omni-channel experience (print, digital, social)
- Navigate the challenges of multiple internal clients demands
- Creative thinking with attention to detail and ability to work under pressure and keep deadlines
- Knowledge and experience of working with non-native English speaking writers is required,
- Capacity to decipher and re-write English drafted by non-native English speakers frequently
- Positive, agile and prepared to adapt to change with short notice; proven organisational skills
- A flexible attitude to work and the desire to be a “hands-on” member of the team
- Ability to team with multiple stakeholders and work in virtual teams is a must
- Flexible with ambiguity and changing priorities
- Able to treat confidential information with respect.

If you are interested in this exciting opportunity, please send your motivation letter in English to hr@iru.org, indicating your interest and why you believe you are the right fit for the position. Your most recent CV would also be very much appreciated.