

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-editorial-publishing-assistant-freshers/>

REMOTE EDITORIAL PUBLISHING ASSISTANT FRESHERS

BASE SALARY

INR 16000 - INR 25000

DESCRIPTION

Company: VIPSA Talent Solutions
Position: Editorial Coordinator
Industry: Content / Publishing / Editorial Services
Location: Dehradun (Hybrid – Work From Home + Office)
Employment Type: Full-time, Permanent
Salary: ?16K–?25K/Month
HR Contact: +91 7205719738

VIPSA Talent Solutions is hiring fresh graduates for the role of Editorial Coordinator. The position involves assisting with manuscript screening, managing peer review processes, and coordinating with editors and reviewers to support publishing workflows.

Key Responsibilities:

- Screen and review incoming manuscripts for initial checks
- Coordinate communication between editors, reviewers, and authors
- Manage peer review workflow and track manuscript progress
- Handle email communication related to editorial tasks
- Maintain proper records and documentation of submissions

Required Skills:

- Strong written and verbal communication skills

HIRING ORGANIZATION

VIPSA Talent Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India
? Remote work from: India

DATE POSTED

? March 11, 2026

- Good English language and editing ability
- Basic knowledge of content writing or publishing process
- Time management and organizational skills
- Ability to coordinate with multiple stakeholders

Eligibility:

- Any graduate can apply
- 0–1 year experience preferred
- Freshers with good communication skills are welcome

How to Apply:

Send your resume or contact on WhatsApp at +91 7205719738