

QUALITY CONTROL MANAGER

Introduction

The Oxbridge Research Group (TORG) is the UK's leading academic research company, contracting more than 2000 academics from Oxford University and Cambridge University.

Through our team of expert scholars, we provide a range of academic, commercial and career services for international and UK students, institutions and businesses.

The Position

TORG is looking to appoint a Quality Control Manager to ensure that completed projects meet required standards of in-house quality checks.

Reporting to the Writing Department Manager, your principal duties will include:

- Checking completed work to ensure that it satisfies essential requirements
- Ensuring that any alterations are completed before work is returned to clients
- Making necessary arrangements for client-requested alterations to be carried out
- Awarding bonus points or imposing penalty points in relation to delivery of, and performance in, completed work
- Monitoring the ratings of in-house and external writers and editors and keeping their profiles up to date

Person Specification

Essential

- Excellent IT skills
- Excellent academic background
- Good people management and confidence in working closely with in-house academics
- Attention to detail
- Familiarity with UK and international academic levels and subject areas
- The ability to work well under pressure to ensure that deadlines are met

Desirable

- High-volume marking experience
- Editing and/or proofreading experience

Package

- Full-time permanent role
- Starting salary: £25,000-£30,000 per annum plus performance-related bonus
- Company pension scheme
- Company healthcare scheme

To apply: Please send a cover letter and CV to joea@torg.co.uk