

Position Vacant	Editor – Institutional Equity Research
Job Description / Responsibilities	<ul style="list-style-type: none"> • Editing research reports written by analysts for correct use of language, consistency of style, clarity of thought and a logical report structure • Giving relevant captions to reports and conveying report synopsis • Interacting with analysts to understand the topic being covered and to enhance report presentation • Providing inputs to analysts to improve their written communication skills • Coordinating with the DTP team to ensure that reports are presented in the appropriate format • Ensuring delivery of error-free reports within scheduled timelines • Handling DTP tasks such as basic formatting, report upload and publications • Maintain and monitor research report-based MIS
Job specific skills	<ul style="list-style-type: none"> • Excellent skills in MS Office suite (Word, Excel, PowerPoint) • Knowledge of Adobe Illustrator, CorelDraw and Adobe Photoshop would be an added advantage • Ability to deliver quality work in a time-sensitive environment • Detail-oriented; ability to prioritize work and multitask effectively • Good communication skills to interact with team on requirements
Educational Qualification	Any graduate and certification course in designing will be preferred
Minimum Experience	More than 5 years, preferably with editorial background in Sell Side or Financial media houses. Candidate should have excellent communication skills.
CTC Offered	Compensation will not be a limiting factor for the right candidate and will be decided on a case-by-case basis
Location of posting	Mumbai The candidate may be deputed to work with the team(s) with the organization / parent organization / any subsidiary of the parent organization if and as deemed necessary
Email to be sent to	Applications should be submitted on our email careers@bobcaps.in

	Please mention “ Application for the post of Editor – Institutional Equity Research ” in the subject. Applications with any other subject will not be accepted.
Website	www.bobcaps.in