

Editorial Assistant: Holtzbrinck Publishing Holdings, LP

[Back](#)

Job ID	SMP - HD	
Company Name	Holtzbrinck Publishing Holdings, LP	
Job Category	Arts/Entertainment/Publishing	
Location	New York, NY	
Position Type	Full-Time, Employee	View Holtzbrinck Publishing Holdings, LP profile and job listings
Salary	Unspecified	
Experience	0-1 Years Experience	
Date Posted	February 16, 2007	

 [IM Job](#)  [Save Job](#)  [Print](#)

Founded in 1952 by MacMillan in London, St. Martin's Press was for many years primarily a distributor of Macmillan books. However, particularly during the last 30 years, St. Martin's grew rapidly as a publisher in its own right, finally becoming one of the seven largest publishers in America. Some of SMP's most successful authors include: James Herriot, Rosamunde Pilcher, Dan Brown, Thomas Harris, Stephen Coonts, and Janet Evanovich. For more information, please visit our website at: www.stmartins.com.

We are an Equal Opportunity Employer.

EDITORIAL ASSISTANT

We are seeking an Editorial Assistant for fiction and nonfiction editor. Duties include writing copy, keeping track of schedules and contracts, preparing manuscripts for production, and serving as liaison to other departments, along with clerical tasks that include photocopying, filing, requesting checks, and corresponding with authors and agents. The successful candidate should be a self-starter with excellent written, verbal, and organizational skills who works well in a fast-paced environment where attention to detail is essential. A college degree is required.