E-Book Assessment Job Description – October'2020

Job title	*e-Book Specialist*
Reports To	*Team Leader – eBook Assessment*

Job Purpose

The objective of this project is to evaluate the integrity of the Metadata *(ONIX or Excel formats)* and Content *(in the form of eBooks – both PDF and EPUBs)* supplied by the publishers and make necessary corrections as per the publisher notes; in order to ensure easy access and smooth reading experience for the end-users.

Duties and Responsibilities

Primary responsibility of the candidate includes the following:
- Process meta-data provided in ONIX or Excel formats & visually assess eBooks (PDFs & EPUBs)
- Knowledge on ONIX / XML structure
- Review and understand publisher notes provided in Matrix – must follow the instructions
- Able to address critical errors and fixable warnings in the Validation Report generated by the validation tool – per the instructions
- Sound analytical and decision making skills
- Edit ONIX / EPUB files using Oxygen XML Editor
- Inspect eBooks visually to make sure it meets our quality standards.
- Able to address Pagination, Bookmark, Crop, OCR errors in PDFs by using Adobe Acrobat
- Resolve Book Cover errors using Adobe Photoshop
- Assigning appropriate Standard Error Codes (Pass/Fail). Address the errors if they are fixable or FAIL the book with a note
- Must be a quick learner and adaptable

Qualifications

Education:
- A Bachelor's Degree in any discipline

Skills & Abilities
- Sound Knowledge on Adobe tools like Adobe Acrobat, Adobe Digital Editions, Adobe Photoshop
- Sound Knowledge on Editors like Oxygen XML Editor, Sigil
- Knowledge on XML, XHTML
- Must be familiar with web-based applications
- Hands-on experience in quality checking would be an added value
- Must be a team player

Experience
- 1+ years in content management projects

Working Conditions

- Work Location: NES Office, Hyderabad
- Work Timings: 9:00 AM to 5:00 PM
- Work Days: 6 Days a week (except 3rd Saturday)