



Ваш надійний помічник

Content manager, Editor

📍 Київ, 🕒 15 січня
2024

Компанія: [Неха LLC](https://jobs.ua/company/id/417212) (<https://jobs.ua/company/id/417212>) ([Всі вакансії](#))

Рубрики: [Реклама, маркетинг, PR, Наука, освіта, переклади](#)

Побажання до співробітника

Освіта: не має значення
Досвід роботи: від року
Графік роботи: віддалена робота

Опис вакансії

Who are we looking for?

In our search for the perfect fit, we are in pursuit of a reliable, goal-driven individual with a genuine passion for content. If you are someone who finds joy in the intricacies of the English language, respects the ticking clock of deadlines, and embraces challenges with a fearless spirit, then you might be exactly who we need.

Requirements:

- Strong English with impeccable grammar
- Past experience as copywriter / content editor
- Profound attention to details
- Strong organizational skills
- Ability to work independently

Will be a plus:

- Basic knowledge of SEO writing
- Experience in working with Western markets — Canada, USA, UK
- Familiarity with Chat GPT or Writesonic
- Experience in highly competitive niches, such as essay, pharmacy, gambling, dating, or similar

Responsibilities:

- Assigning tasks to copywriters
- Reviewing texts to ensure they meet company requirements
- Sending texts for revisions with clear explanations
- Establishing and updating requirements for copywriters
- Developing a comprehensive wiki with essential materials for copywriters' work (including company facts, manuals for copywriter onboarding, etc.)
- Participating in the recruitment of copywriters
- Choosing freelance writers through freelancing platforms
- Posting tasks for selected writers on platforms and approving their submissions
- Making minor improvements/corrections in the completed articles
- Communication with SEO-specialists, designers, & frontend developers in regards to the content-related questions

Our terms:

- Flexible schedule
- Remote job — work from home
- Opportunity to enhance English skills
- Comprehensive benefits package: 24-day vacation, health-related days off;
- Opportunity for professional advancement;
- Training/courses available upon request;
- Bonuses for participating in the referral program.

Send you CV:
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t.me/r_hexa

Контактна інформація

Контактна особа: Валентина Ратушняк