

Content Marketing Assistant (Position Filled)

Description

Position – Full time contractor

Timeline – Indefinite, permanent

Mission –

– The mission for the content assistant is to be responsible for the daily content management, planning and maintenance for our online assets.

Responsibilities

- Work with our multiple writers to upload, accommodate and optimize content of 20-30 articles a month.
- Develop monthly content timelines and plans for our writers and update the plans making sure our writers stick to timelines
- Optimize content achieving averages of over 90% optimization scores every month (Optimization tool and training provided)
- Upload content into a template making it clean, aesthetic, visually attractive and presentable (only for some articles)
- Periodic relevant site maintenance tweaks and upgrades to keep sites running at 100% efficiency
- Periodic general WordPress cleanup, plugin updates, split testing, and overflow tasks
- Periodic Content Research

Qualifications

- intermediate English required for communication and small edits
- knowledge of WordPress and html/css an asset
- some basic knowledge of SEO an asset but not required
- experience meeting deadlines and working unsupervised
- some experience working in the tech or online marketing sector an asset

Critical Competencies

- Intelligence, a quick learner
- Attention to detail
- Organization
- Good Work Ethic
- High standards

Job Benefits

Competitive Salary, Work from home, fun and friendly environment

Hiring organization

Top Brand Media

Beginning of employment

Immediate

Duration of employment

Indefinite, Permanent

Industry

Marketing

Job Location

Remote work from: Mazatlan –
Work Form Home, Good Internet
Connection, Quite workspace and
Laptop Required

Working Hours

Monday to Friday 9-5, Saturday Half
day

Date posted

August 13, 2019

Valid through

September 15, 2019

