

TopBrandSolutions LLC

<https://topbrandsolutions.com/job/content-writer/>

Content Writer (Open)

Description

Position – Full time contractor

Timeline – Indefinite, permanent

Mission –

– The mission of the content writer is to consistently provide content to the standards of our content and publication documents and deliver quality articles on a timely basis.

Responsibilities

- Work with our managers to develop content of 20-30 articles a month (this will vary with wordcount and article depth).
- Follow timelines and deadlines for different types of written articles on different subjects
- Grammar check and spell check content to make sure it applies to standards outlined in our writer standards documents
- Periodically may be asked to upload content into a template making it clean, aesthetic, visually attractive and presentable (only for some articles)

Qualifications

- High level English required for communication and writing
- 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

September 12, 2019

Valid through

September 15, 2019