

## Content Writer/Editor

### Responsibilities:

- Manage all content across client websites, including development, review, and approval.
  
- Develop compelling web content and provide content strategy and marketing guidance.
  
- Manage content production schedules, editorial standards, project requirements and deadlines.
  
- Coordinate with design and development team to implement content ideas and assure technical feasibility.

### Requirements:

- At least 2 years experience in an online marketing, web copywriting, and/or content management role.
  
- Ability to write targeted, engaging, and conversion-driven content (portfolio of writing samples required).

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Solid knowledge of and experience with SEO best practices for content writing, as well as on-page optimization.

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Experience with email marketing and deliverability best practices (such as spam filtering and cross-platform rendering).

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Experience using RSS for content distribution/marketing.

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Creative project management experience and ability to keep content/creative team on track to meet deadlines.

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Ability to communicate requirements and technical information in a clear, concise manner.

Desired skills/knowledge:

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Experience/familiarity with website usability best practices

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Basic knowledge of PHP/HTML

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Knowledge of or experience with social media marketing

Interested applicants, may send their resume

If you have an outgoing personality and are looking forward to a challenging position in a fast moving

environment, send your CV with your portoflio at: [hr@myintellects.com](mailto:hr@myintellects.com)