



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

Experience: 4-5 yrs

Description

We are looking for a Content Writer to join our editorial team and enrich our websites with new blog posts, guides, and marketing copy.

Content Writer responsibilities include conducting thorough research on industry-related topics, generating ideas for new content types, and proofreading articles before publication. If you're familiar with producing online content and have an eye for detail, we'd like to meet you. Feel free to share samples of your work or portfolio of your published articles along with your application.

Ultimately, you'll deliver quality writing pieces that appeal to our audiences, attract customers, and boost brand awareness.

Responsibilities

- Research industry-related topics (combining online sources, interviews, and studies).
- Write clear marketing copy to promote our products/services.
- Prepare well-structured drafts using Content Management Systems.
- Proofread and edited blog posts before publication.
- Submit work to editors for input and approval.
- Coordinate with marketing and design teams to illustrate articles.
- Conduct simple keyword research and use SEO guidelines to increase web traffic.
- Identify customers' needs and gaps in our content and recommend new topics.
- Ensure all-around consistency (style, fonts, images, and tone)
- Update website content as needed.

Qualifications

- Proven work experience as a Content Writer or similar role for 4 yrs.
- Portfolio of published articles.
- Experience doing research using multiple sources.
- Familiarity with web publications.
- Excellent writing and editing skills in English.
- Hands-on experience with Content Management Systems (e.g. WordPress).
- Ability to meet deadlines.
- BSc in Marketing, English, Journalism or related field.

Job Benefits

- 5 days working
- Paid Travel/Rejuvenating Leaves
- Quarterly Movie Tickets
- Flexible Working Hours
- Family Health Insurance
- Birthday & Anniversary Leaves
- Gym Membership Discounts

Working Hours

9:30 AM to 6:30 PM

Hiring organization

Geek Informatic & Technologies Pvt. Ltd.

Employment Type

Full-time

Date posted

October 9, 2024

Job Location

Bestech Business Tower Sec- 66, 160062, Mohali, Punjab