

Writer and Content Specialist

Remuneration:	negotiable basic salary
Location:	Centurion, Lyttelton, Centurion
Education level:	Degree
Job level:	Mid
Type:	Permanent
Reference:	#Dorris
Company:	Sound Idea Digital

Our company, Sound Idea Digital, based in Centurion, is seeking a highly motivated and skilled individual to join our team as a writer and content specialist. This position will be responsible for assisting in the development of various types of content. Training will be provided.

Responsibilities:

- Assist with the development of website content, and other copy.
- Collaborate with the creative team to ensure content meets client requirements.
- Working with management to create project plans and schedules.
- Review content for accuracy and clarity.
- Assist in the maintenance and administration of eight websites.
- Generating and formatting the website reports monthly.
- Updating and managing our CRM System.
- Writing and formatting creative proposals.
- Other ad hoc tasks.

Required:

- Matric certificate, tertiary qualification advantageous.
- Strong MS Office proficiency.
- Well organised.
- Willingness to learn.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Good English writing skills.
- Ability to work independently and as part of a team.

Company Description

Sound Idea Digital is a leading creative agency and video production company based in Centurion with over 30+ years of experience within the industrial, commercial, and corporate sectors. We serve blue-chip clients in South Africa.

Posted on 05 Apr 14:22, Closing date 4 Jun

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