



# WEBSOCIALITE

B 240 Sushant lok3 , sector 57 gurgaon

## Content Writer

### Job purpose

- To compose content specifically for online consumption
- To be familiar with writing for the web

### Job description

- Content writer can produce a wide variety of content for the web
- Web writer can expect competition
- Content writer can adapt quickly to new technologies

### Qualifications

- Bachelor's degree in journalism, English or communications

### Requirements

- An ability to work in a team with good communication skills
- Strong writing, editing and proofreading skills
- Experience in writing for the web, content management and internet research
- Experience with social networks and implementation of social media marketing

### Responsibilities

- Writes and posts content online
- Maintains company web pages and blogs
- Helps develop and document procedure to manage web content
- Prepare internal and external communications including announcements, presentations, technical documentation, sales support, etc as needed

### **Direct report**

List by job title any positions to be supervised by the incumbent.

Approved by	Kanav Sachdeva
Date approved	13-12-17
Reviewed	