Jobs.ua Ваш надійний помічник

Web content manager (Part-time), 4000 грн.

📍 Одеса,

Рубрики: [IT, WEB фахівці](#), [Видавництво, поліграфія](#)

Побажання до співробітника

Освіта:	середня
Досвід роботи:	не вимагається
Графік роботи:	віддалена робота

Опис вакансії

Job description: We are looking for a web content manager to coordinate the creation and distribution of various types of content for English-speaking projects. The core skill of a candidate is a **perfect knowledge of English**.

Also, following skills are required:

- Good oral and written communication
- Sense of purpose
- Ability to control your work process and meet deadlines
- Ability to maintain good working relationships with others
- Erudition (if you're curious, we are interested in you)
- Attentiveness
- Responsibility
- Perfectionism (errors should annoy you at an unconscious level)

- Will consider a student's candidacy
- Part-time

What are the responsibilities of web content manager?

1. Find necessary information, write articles in Russian for further translation* (topic, volume, structure, headlines, number of keywords are given)
2. Place the orders on freelancing platforms
3. Check results, correct mistakes, optimize the parameters from item 1
4. Post the articles on sites

*In case, you are highly proficient in both spoken and written English, and you have editorial experience, you will only create technical tasks with special requirements (such as a volume, structure, headlines, keywords, etc. They will depend on a project, topic, etc.)

Контактна інформація

Телефон:	+38 (048) 737-57-36
Контактна особа:	Анна