

CONTENT WRITING

JOB TITLE:	Associate Content Writer	EXPERIENCE:	2-3 Years
-------------------	--------------------------	--------------------	-----------

Department/Group:	Content Writing	Location:	On Site Noida
--------------------------	-----------------	------------------	---------------

ROLE AND RESPONSIBILITIES

- Writing press releases, articles and blogs on various sectors
- Writing, editing and updating the company's website content
- Proof reading and quality checking various corporate documents and presentations
- Copy-editing and proof reading of content for various marketing collaterals
- Conceptualize and develop content for various online content and theme-based write-ups
- Any other duty directly or indirectly associated with his/her job profile as directed.

LOOKING FOR SOMEONE WITH

- The candidate should be passionate about language and editing and possess excellent writing skills.
- Proficiency in MS Office - Excel, PowerPoint, and Word.