



## TIER 3 VA POSITIONS

<b>Position Title: Content Writer</b>	
<b>PAYSCALE: TIER 3</b>	
Key Responsibilities	Key Qualifications
<p>Experienced Content Writer with the ability to develop unique, conversational and interesting content for Company website, blog, company web properties and newsletter, including technical writing and Social Media.</p>	<ul style="list-style-type: none"> <li>● <b>Must have at least 1 year of Content Writing experience</b></li> <li>● Must be a good writer. Must have a knack for writing in English and be good with grammar. Also, be sure of your spellings, punctuation, and online readability expectations. It also helps to be able to write fast and accurately.</li> <li>● Be prepared to produce fresh and quality content daily. This means having a good source of ideas, knowledge, and research resources at hand.</li> <li>● Time management skills required. You must be disciplined. You'll need to create a schedule for daily writing.</li> <li>● Must know the importance of keywords, search engine best practices, and how to write search engine friendly content.</li> <li>● Must be proficient with MS Office Suite (Word, Excel, PowerPoint)</li> <li>● Proficient with Google Suite (Docs, Sheets, Gmail, Calendar)</li> <li>● Excellent English oral communication skills</li> <li>● Ability to work as part of a collaborative team remotely</li> <li>● Candidate must be very organized and detail oriented</li> <li>● Creative problem solver and highly adaptable to client needs</li> <li>● At least 2 years of college or vocational course required</li> <li>● Knowledge of keyword research using Google AdWords</li> <li>● Knowledge of blogging and WordPress preferred</li> </ul>

<b>Position Title: Graphic Designer</b>	
<b>PAYSCALE: TIER 3</b>	
Key Responsibilities	Key Qualifications
<p>Experienced Graphic Designer with the ability to work from agreed design briefs for use in media products such as magazines, labels, advertising and signage.</p>	<ul style="list-style-type: none"> <li>● <b>Must have at least 1 year Graphic Design experience</b></li> <li>● Excellent IT skills, especially with design and photo-editing, video-editing and animation software (such as Adobe Creative Cloud, Photoshop, Illustrator, InDesign, Bridge, Premiere, After Effects, Flash, Camtasia, GIMP, Pixlr, CorelDRAW, Inkscape, QuarkXpress, etc.)</li> <li>● Exceptional creativity and innovation</li> <li>● Excellent time management and organisational skills</li> <li>● Accuracy and attention to detail</li> <li>● An understanding of the latest trends and their role within a commercial environment</li> <li>● Professional approach to time, costs and deadlines</li> <li>● Open to non-graduates but preference will be given to those with relevant degrees. A degree in graphic design is advantageous although other art and design subjects will be accepted</li> </ul>



<b>Position Title: SEO Specialist</b>	
<b>PAYSCALE: TIER 3</b>	
<b>Key Responsibilities</b>	<b>Key Qualifications</b>
<p>Experienced SEO Specialist who's responsible for improving the company's organic search results. Creates and launches SEO campaigns, identifies areas of improvement, runs PPC campaigns, and attempts to improve the clients' sites' rankings in major search engines.</p>	<ul style="list-style-type: none"> <li>● <b>Must have at least 1 year experience in Search Engine Marketing (SEM) and Search Engine Optimization (SEO)</b></li> <li>● Proficiency in MS Excel, PowerPoint, and Word</li> <li>● Experience with website analysis using a variety of analytics tools including Google Analytics as well as internal reporting tool</li> <li>● Experience working with popular keyword tools (Google, WordTracker, Keyword Discovery, etc)</li> <li>● Experience working with CMS and building/administering content in CMS environments</li> <li>● Desired: Knowledge of HTML/CSS and website administrations</li> <li>● Proficient with Google Suite (Docs, Sheets, Gmail, Calendar)</li> <li>● Passion for SEO and internet marketing</li> <li>● Outstanding ability to think creatively, and identify and resolve problems</li> <li>● Attention to detail and the ability to effectively multi-task in a deadline driven atmosphere</li> <li>● Ability to clearly and effectively articulate thoughts and points</li> <li>● High levels of integrity, autonomy, and self-motivation</li> </ul> <p>Excellent analytical, organizational, project management and time management skills</p>

<b>Position Title: Social Media Manager</b>	
<b>PAYSCALE: TIER 3</b>	
<b>Key Responsibilities</b>	<b>Key Qualifications</b>
<p>Experienced Social Media Manager who can build and manage the client's social media profiles and presence, including Facebook, Twitter, LinkedIn, Google+, Pinterest, Instagram; and explore new ways to engage and new social networks to reach our target buyers/leads</p>	<ul style="list-style-type: none"> <li>● <b>Must have at least 1 yr Social Media Management experience</b></li> <li>● Must be proficient with MS Office Suite (Word, Excel, PowerPoint)</li> <li>● Proficient with Google Suite (Docs, Sheets, Gmail, Calendar)</li> <li>● Time management skills required</li> <li>● Ability to work as part of a collaborative team remotely</li> <li>● Candidate must be very organized and detail oriented</li> <li>● Creative problem solver and highly adaptable to client needs</li> <li>● Active and well-rounded personal presence on social media, with a command of each network and their best practices.</li> <li>● Excellent communicator and creative thinker, with an ability to use both data and intuition to inform decisions.</li> <li>● Proficiency in Hootsuite and other social networking analysis tools</li> <li>● Bonus experience and skills include Adobe Creative Suite, demand generation marketing, inbound marketing, and blogging</li> </ul> <p>Must have command of best practices and trends in social media marketing, enjoy being creative, and understand how to both build and convert a digital audience.</p>



Technical Requirements
• Computer Processor is at least Dual Core (for both primary and backup computers)
• Computer Memory/RAM is at least 4GB (for both primary and backup computers)
• Computer Operating System is at least Windows 7
• Both primary and backup internet connections should be running on a 3Mbps plan or higher with at least a download speed of 2Mbps
• USD headset with noise cancellation feature
• A quiet work environment

Position Requirements / Selection Criteria
<b>Essential Knowledge, Skills and Abilities</b>
Extensive computer and internet literacy
High Speed Internet Connection
Highly Proficient in English Language
Available to work on US business hours
Long term commitment
Proficiency with advanced Microsoft Office applications including Word, PowerPoint and Excel; and Google suite
Attention to detail and a high level of accuracy in all output
1+ years prior experience in Amazon Sales Copy Writing
Must be able to work with minimum supervision
Open to ongoing training

**IMPORTANT NOTE:**

Check out ["Open Positions"](#) for more details on all Tier 3 positions available.  
Fill out ["Join Us" form](#) to start the application process.