



## JOB DESCRIPTION & COMPENSATION PACKAGE

<b>Position Title: Content Writer</b>	
<b>PAYSCALE: TIER 3</b>	<b>Full Time: \$693/Month; Part Time: \$346.66/Month</b>
Key Responsibilities	Brief Description of Duties
<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>● Routine writing tasks include the following: <ul style="list-style-type: none"> <li>○ Research, write and edit web and intranet content from scratch</li> <li>○ Write web content based on material supplied by client or employer</li> <li>○ Edit print documents for publication online</li> <li>○ Edit web pages for on-screen readability</li> <li>○ Write material for e-zines (electronic magazines)</li> <li>○ Proofread final draft of web pages</li> <li>○ Writing Interactive content for high level of presence in blogs, forums and other online properties of the company</li> <li>○ Press release writing</li> <li>○ eBook writing</li> <li>○ Blogging</li> <li>○ Creative writing</li> <li>○ Article writing</li> </ul> </li>   <li>● Analysis of industry content, finding and developing new ideas for web content.</li>   <li>● Assuring web content is user-friendly and key-worded for SEO benefit.</li>   <li>● Interactive content with user-generated content for LinkedIn, Facebook pages/posts/twitter. Some experience creating or sourcing content for websites/blogs especially for ecommerce sites.</li>   <li>● Should be competent in writing titles and content for meta keyword and description tags.</li> </ul>
<b>Key Qualifications</b>	<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> </ul>



	<ul style="list-style-type: none"> <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>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Technical Requirements	<ul style="list-style-type: none"> <li>● Computer Processor is at least Intel Core i3 (for both primary and backup computers)</li> <li>● Computer Memory/RAM is at least 4GB (for both primary and backup computers)</li> <li>● Computer Operating System is at least Windows 7, MAC OS/X , Ubuntu (Linux)</li> <li>● Both Primary and Backup Internet connections should be running on a 3Mbps plan or higher to get a download speed of at least 2Mbps</li> <li>● USB Headset with Noise Cancellation Feature</li> <li>● A quiet work environment</li> </ul>
------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Compensation Package	
Rate Per Hour	<ul style="list-style-type: none"> <li>● Content Writer - starting at \$ 4.00 per hour (Full Time Base Salary: \$693/month; Part Time Base Salary: \$346.66/month)</li> </ul>
Full Time	<ul style="list-style-type: none"> <li>● 160 hours a month or 40 hours a week</li> <li>● Paid every Wednesday via PayPal</li> <li>● PayPal Fee is paid by company</li> </ul>
Part time	<ul style="list-style-type: none"> <li>● 80 hours a month or 20 hours a week</li> <li>● Paid every Wednesday via PayPal</li> <li>● PayPal Fee is paid by company</li> </ul>
Work Shift / Schedule	<ul style="list-style-type: none"> <li>● Fixed or Flexible schedule - depends on what works for you</li> <li>● Some projects allow various working hours throughout the day</li> <li>● Let us know what your preferred working hours are and we'll match you with the right client</li> <li>● We have clients from the US, UK, HK, AU, NZ, etc.</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>● You will have a Company Trainer to ask about any challenges you face in your daily tasks</li> <li>● We have specific skill sets you will be required to learn – easy stuff</li> <li>● It is expected you will be constantly improving your education</li> <li>● Access to additional training programs you can do in a self-study environment which will increase your base pay if your contributions help build our company</li> </ul>
Holidays	<ul style="list-style-type: none"> <li>● US statutory holidays are followed and paid (Christmas Eve, Christmas Day, New Year's Day)</li> <li>● Earn 1 paid day off every 6 months work</li> </ul>
Bonus	<ul style="list-style-type: none"> <li>● Performance based bonus</li> <li>● Paid out annually on December 15th</li> </ul>



Core Competencies	
Key Competencies	Performance Standards/Results
Effective Communication	<ul style="list-style-type: none"> <li>● Presents information both clearly and concisely and regularly confirms correct interpretation of information.</li> <li>● Very high standard of communication skills both written and oral for the presentation of facts and ideas.</li> <li>● Written communication must be clear, concise, and easy to read and comprehend.</li> </ul>
Organization of Work	<ul style="list-style-type: none"> <li>● Demonstrates the ability to handle several projects simultaneously.</li> <li>● Implements the key principles of time management, task allocation and priority assignment in addition to personal organisation.</li> <li>● Continually seek ways to improve the service provided via development of professional skills and personal growth.</li> <li>● Initiates and responds to suggestions for improving service.</li> </ul>

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+ year prior experience in Content Writing
Must be able to work with minimum supervision
Open to ongoing training