

Job Title: Content Editor

Position : Content Writer

Reports to : Content Editor

Department : Marketing

Grade :

Location : Mumbai

Basic Function:

Candidate will be responsible for gathering the necessary information needed to design and develop the marketing collateral, management of content on blogs, website and Social Media. You'll be expected to collaborate across multiple teams and locations in order to provide the best possible information and create content that is informative, engaging and user-friendly for the websites, blogs, and search engine marketing, social media. Role will also include drafting, editing and proofreading documents; excellent writing skills are needed for this position.

DUTIES AND RESPONSIBILITIES:

Responsibilities:

- Developing marketing content for collateral, website, blogs, article, & promotional material such as brochures, newsletters, display advertisements, banners etc.
- Creating and editing newsletters, updates and other communication related to a KPO/Consulting unit.
- Strategy and implementation of campaign & communications.
- Copy-editing and proof reading articles and other web content.
- Focused on meeting the deadline repeatedly while delivering critical projects.
- Writing & editing content to ensure it meets the project standards for accuracy and style

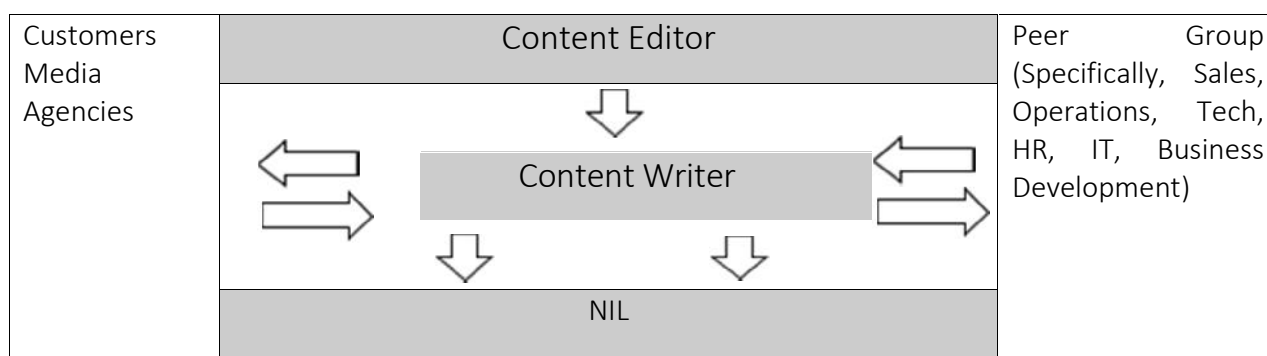
ACCOUNTABILITY:

- Writing skills: Experience of writing and editing with an ability to work across different genres of writing
- Communication skills: Excellent command over the English language, both written and verbal
- Client Relations: Exceptional listening skills. Should be able to interact with the customer base and translate their ideas into effective design.
- Workload Organization Skills: This person should be able to prioritise, organise, and manage a substantial workload. This includes being able to complete jobs in a timely manner
- Tech Savvy: The candidate should be aware of current technologies and should be keen to explore new technologies/platforms needed for this role - such as social media, document sharing platforms, blogs etc

Job Title: Content Editor

Qualifications	: Minimum of Bachelor's degree in English/Business Communications/Journalism or Marketing
Experience	: 3+ years' experience in writing and editing. Candidates with a similar role profile will be preferred. Ability to research, conceptualize and writing unique content. Should ensure quality, consistency and accuracy of content & strong vocabulary Good Knowledge of MS Office suite Content Writer, Content development, Creative writing, Copy writer, Blogger creative writing.
Skills	: Understanding of Digital marketing Quick thinker and pro-active approach. Should require minimum hand-holding

RELATIONSHIP DIAGRAM



About us:

Housing is a family of young, enthusiastic and positive individuals. We at Housing work smart and party with passion..! From creating something new and letting our thoughts become things, Big things! We are the one stop house to tickle your creativity. Innovation is our business & Optimism is our core. We also happen to be an awesome online platform nurtured with design and simplicity for your all real estate guidance & requirements.

Housing is for everyone and our way of life is to make living better for everyone too. People from across the globe have found their way to this home and we are absorbing and providing the perspective to things that sparks our being by propelling ourselves into the world of new possibilities as we work and play every day.

Housing is the only online real estate portal that bridges every gap in the real estate marketplace. A pioneer in the online real estate domain, it was established in 2012. Its success has helped it grow from strength-to-strength; and, in a span of two years they have set up over 11 offices across India and employing close to 2000 employees.