JOB POSTING

Job Title:

Copywriter/Quality Assurance Analyst

Salary:
TBD

Job Description:

The copywriter will work on a team with web designers to come up with great concepts as well as great lines, produce advertising concepts for clients and proof read copy for web presentation. Our ideal candidate must be able to think like a consumer and be able to communicate clearly, producing web pages that generate more business contacts for the customer. Candidates must be exceptional conceptual thinkers, yet also have the discipline to write complete mail packages.

Responsibilities:

- Create and tailor copy toward specific customer niches
- Create copy that is clear, promotional and accurate, and adhere to mechanical and style formats
- Ensure that all copy is written with customer information needs as the top priority
- Work with creative artists and convey ideas to ensure that the creative concepts are properly executed
- Using a checklist checking website to make sure all quality assurance items on the list have been done correctly by the designer

Qualifications:

- Excellent written and verbal communications skills
- Excellent command of written English
- Attention to detail
- Degree in Journalism or English a plus
- Excellent interpersonal skills
- Ability to effectively prioritize multiple urgent requests
- Collect content (and rewrite/edit content where required)
- Must be able to type at least 25 wpm
- Ability to adapt to new procedures quickly
- Ability to write and edit marketing-related content for the Web
- Background checks and drug testing conducted on all new hires

Closing Date: Open Until Filled

Application Process: Please email or fax your résumé to:
                                             Vonnique Bell-Mitchell
                                             resumes_techjobs@yahoo.com
                                             510-420-7604
Location: Alameda, CA

Available Shift(s):   Swing Shift (Full-time Temporary)
                                             Monday – Friday, 5:00 p.m. - 1:30 a.m.