

Content Writer cum Co-ordinator

About Us – Medfuture (Australia / New Zealand)

Medfuture is an Australian based Medical & Healthcare Recruitment company (www.medfuture.com.au) We are in the process of rapid expansion by inviting various talents to take part of our rapid expansion as our next step. Currently we are operating in Australia & New Zealand and aiming to have our centralised operation in Sri Lanka (Colombo)

We are building a Global team from ground level by establishing our Global Office in Colombo and in the process of hiring key professionals and expertise to achieve our common objectives.

We are looking for a full-time content writer cum co-ordinator to handle our Global Marketing Communications with set standard to represent in every Online Communication Channels.

Job brief

We are looking for a Content Creator to write job advertisements and coordinate with freelancer writers.

Ultimately, your skills and experience in this area should help Medfuture to reach our target audience by delivering both useful and appealing online information about our services and for overall lead generation.

Responsibilities

- 2 to 3 Year experience in content writing/ blog industry, media and online platforms (Linked in, Facebook, Instagram, Websites)
- Research industry-related topics.
- Coordinate with writers and ensure on team work completion.
- Training for new content writers.
- Creative content writing for job advertisements.
- Research and include right keywords which should be specific to the job role.
- Ensuring all Jobs should be written with in 24hrs time period.
- Scheduling bulk jobs to freelancer staff, managing database and tracking job counts.
- Edit and proofread written pieces before submitting the task.

Requirements

- Proven work experience as a Content Creator, Copywriter or similar role
- Portfolio of published articles
- Previous experience in team management or supervisory is an advantage.
- Excellent writing and editing skills in English
- An ability to fact-check long-form content pieces
- Time-management skills
- English, Journalism or relevant field

Remuneration

Attractive salary offered on a selected candidate with the proven record of experience.

*This is not a work from home job, selected candidate have to work in house.

Application should be email to hello@medfuture.com.au

Email your CV + Cover letter + Your sample original work portfolio such as Design / Contents / Contents with Design or Newsletters with your content.

CV without cover letter or Sample work will not be considered.

Only shortlisted candidate will be contacted