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# Example of Assistant, Content Job Description

Our innovative and growing company is searching for experienced candidates for the position of assistant, content. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant, content

* Maintain Planning documents for Content across all sites
* Oversees weekly features meeting, collating actions and updating planning documents
* Own the build of email and homepages across 2 websites, mobile site and 3 apps weekly
* Creation of new feature pages, adding links and alt tags across multiple platforms
* Upload creative assets and copy using the Content Management System (CMS)
* Ensure that all elements of the CMS are properly implemented, with working links, correct alt tags and any other elements including testing
* Suggest improvements to current CMS systems
* Oversee marketing messages, ensuring that they are created and uploaded to the site in a timely manner, adding tracking links where necessary
* Liaising with ecommerce development team on daily content changes
* Communicate all content out to production, and wider team

## Qualifications for assistant, content

* Ability to work in a fast-paced environment where the demands and directions of the work are dynamic
* Experience using standard Web Technology (HTML, CSS, Javascript) a plus
* Internships in marketing, sales, or communications
* Must have strong multi-tasking skills and thrive in a fast-paced environment
* Must be organized, responsive, and flexible
* Understanding of the Cable and Satellite industry and community (a plus)