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# Example of Copy Job Description

Our company is growing rapidly and is hiring for a copy. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for copy

* Recommends measures to improve work process methods and quality of product
* User-interface website navigational instruction
* Search Engine Optimization writing (eCommerce spots, alt text copy, title copy) to raise website results organically
* Search Engine marketing text (external banners, retargeting campaign copy)
* Providing copy editing support for internal customer projects as demand and scheduling requires
* Perform minor maintenance on equipment
* Supervise alumni key checkout
* Perform any and all duties as assigned to include
* Collaborate with the Editorial Director to build and maintain a working global style guide
* Minimum 2 years proofreading / editorial experience, preferably working in IT consulting or publishing, or communications technology

## Qualifications for copy

* Demonstrate ability to think strategically and make decisions based on metrics
* Familiarity with Australian media law, including defamation, contempt of court and copyright
* At least four years’ experience as a copy editor for a website, magazine, or newspaper
* Knowledge of video editing software, Adobe Premiere Pro, is an advantage but not a must
* Brand marketing experience necessary, beauty experience a bonus
* Background in digital and familiarity with UX trends