



Example of Content Assistant Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of content assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for content assistant

- Proactively identify opportunities, collating ideas for new, engaging content and how it will be executed
- Be a flexiski brand champion, ensuring all digital content adheres to brand guidelines
- Creation of mediasense orders for kids programs working with the T&O Operations department in London
- Order programs for all channels with distributors and laboratories according to programming dates
- Raise purchase orders for vendors
- Delivery and follow up on on-air material
- Update trackers for kids programs and TCM Cinéma
- Follow up of dubbing plannings for kids programs with studios and approvers
- Order programs for the Syndication department according to Sales
- Assist the Content Manager in ensuring all products are successfully online in a timely manner

Qualifications for content assistant

- Enthusiasm for men's apparel and trends
- Passion for working with people, positive thinking, creativity, fun on the job
- Enjoys learning by doing
- Technical skills/SQL
- Four or more years of professional experience in online or print journalism, news broadcast, or creative writing

