



Example of Content Assistant Job Description

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Our innovative and growing company is hiring for a content assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for content assistant

- Develop a rapid understanding of the business's structure and priorities
- Promote a best practice approach to campaign development
- Support the day-to-day delivery of internal client campaigns
- Produce/optimize content which delivers on business objectives
- Champion the firm's Digital Content Strategy
- Represent the Digital team in campaign kick-off meetings to interpret the campaign brief, audience and objectives
- Use your digital knowledge, alongside benchmarking reports, to recommend and influence the best channels to market
- Act as a digital brand guardian ensuring campaigns and content adhere to firmwide guidelines and promote coherent messaging
- Provide timely campaign updates to the wider Digital team informing of campaign progress, risks and concerns
- Manage multiple projects at a time and prioritise work appropriately

Qualifications for content assistant

- A Level in English with a minimum B grade
- Very proficient on Microsoft Outlook, Microsoft Word, Excel, PowerPoint, SharePoint and Visio
- Detail-oriented, disciplined, with a strong sense of aesthetics
- Familiarity with Microsoft Office, and project management platforms like Trello or Asana, Wordpress and basic HTML coding

- Knowledge of, and experience with, e-learning content learning management systems, preferably Saba