



# Example of Freelance Copywriter Job Description

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Our company is searching for experienced candidates for the position of freelance copywriter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for freelance copywriter

- Maintain a holistic view of a brand and all its touch points and able create bigger strategic campaigns and platforms that can make an impact on a brands business
- Ensure all work is of the highest possible quality and maintains agency's commitment to changing customer behavior through disruptive ideas at all points of contact
- Work closely with junior and senior team members to creative effective campaigns
- Maintain consistently high standards of writing, which will enhance the agency-client relationship and deliver results as defined in the Creative Brief
- Help develop and guide creative ideas based on input from senior creative, client, and personal research
- Monitor the progress of assigned projects through each phase of development, , layout, production, media, and research
- Submit copy (depending on work assignments for specific accounts) to the senior creative staff for review and comment
- Assure accuracy, completeness, and neatness of own copy from initial submission to final copy
- Meet copy deadlines, or secures advance approval from senior creative, project managers, or account teams if additional time is needed
- Contribute ideas that generate added client activity and lead to more client success beyond normally scheduled projects

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- Display professional courtesy to clients and co-workers
  - Participate in new business activity, as required
  - Knowledgeable of luxury and automotive branding and conceptual development preferred
  - Minimum of two years in copywriting education (college level)
  - Proven ability to deliver on tight deadlines, with quick turnaround
  - Ability to work remotely in our Fairfax, VA, office as needed