



Example of Web Content Editor Job Description

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Our company is growing rapidly and is looking for a web content editor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for web content editor

- Accurately estimate, plan, and communicate on work and project progress
- Provide and receive constructive feedback to peers as a part of content review process
- Collaborate with fellow content editors, developers, and project managers as a member of a cross-functional Agile team
- Ensure that assets are optimized for the web, including web pages, newsletters, blogs, data sheets, and more
- Write copy that is targeted and increases qualified traffic, linking and engagement with our website
- Attend meetings to learn about projects, products, verticals and solutions, and execute on deliverables
- Conduct competitive analyses, keyword research and an on-going analysis of content strength to make data-driven decisions and recommendations on SEO strategies
- Review and edit copy from writers, providing constructive feedback on brand voice, grammar, style and user experience, and, when necessary, improving their writing
- Collaborate with designers to ensure copy and design function together and create a synergistic experience
- Use data and research to evaluate content's impact and push for continuous improvement

Qualifications for web content editor

- Corporate Intranet Services or Customer Websites
- Self-Starter with a passion for quality
- Fluency in Polish and in English
- Strong motivation and high level of commitment