

# Writer and Content Specialist

|                         |                                    |
|-------------------------|------------------------------------|
| <b>Remuneration:</b>    | negotiable basic salary            |
| <b>Location:</b>        | Centurion, Lyttelton, Centurion    |
| <b>Education level:</b> | Degree                             |
| <b>Job level:</b>       | Mid                                |
| <b>Type:</b>            | Permanent                          |
| <b>Reference:</b>       | #Dorris                            |
| <b>Company:</b>         | <a href="#">Sound Idea Digital</a> |

Our company, Sound Idea Digital, based in Centurion, is seeking a highly motivated and skilled individual to join our team as a writer and content specialist. This position will be responsible for assisting in the development of various types of content. Training will be provided.

## Responsibilities:

- Assist with the development of website content, and other copy.
- Collaborate with the creative team to ensure content meets client requirements.
- Working with management to create project plans and schedules.
- Review content for accuracy and clarity.
- Assist in the maintenance and administration of eight websites.
- Generating and formatting the website reports monthly.
- Updating and managing our CRM System.
- Writing and formatting creative proposals.
- Other ad hoc tasks.

## Required:

- Matric certificate, tertiary qualification advantageous.
- Strong MS Office proficiency.
- Well organised.
- Willingness to learn.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Good English writing skills.
- Ability to work independently and as part of a team.

## Company Description

Sound Idea Digital is a leading creative agency and video production company based in Centurion with over 30+ years of experience within the industrial, commercial, and corporate sectors. We serve blue-chip clients in South Africa.

Posted on 05 Apr 14:22, Closing date 4 Jun

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Francois Karstel  
[jobs@soundidea.co.za](mailto:jobs@soundidea.co.za)

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