

Content Specialist

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Company: eConceptions

Location: Rawalpindi Cantonment

Category: other-general

Content Specialist

eConceptions, Pakistan We're looking for someone who can help us manage a growing collection of innovative content and also supports the company's overall B2B communication. The Content Specialist will assist the Business Services, client communication, presentations and project documentation. To the extent that we create content like presentation decks, online documentation, web pages, email and virtual meetings to foster internal and external communication.

Job Specification Presentation Preparation.

Technical and Business Writing Skills.

Exceptional Communication skills.

Support for the ongoing development of client communication designed to foster eConceptions business vision and growth goals.

Develop a deep understanding of the content portfolio, strategy, systems, audiences, and competitor activities in the market. **Requirements:**

BA/BBA/BS in Communication, marketing, business or related field.

Active listening skills to work with subject matter experts and extract the compelling needs and objectives for distribution and publishing.

Solid organizational skills with the ability to prioritize in a fast-paced environment with close attention to detail.

Skill in establishing and maintaining effective working relationships, both internally across the organization and externally with vendors.

Commitment to customer service and excellent interpersonal skills.

Strong working knowledge of the latest trends in mass email distribution and web content management systems.

In-depth to expert knowledge in one or more of the Microsoft Office suite of products including, but not limited to, MS Word, Excel, PowerPoint and Publisher.

Experience with business-to-business (B2B), internal or corporate communication is a plus
Information Technology and Services - Rawalpindi, Pakistan

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