

# CREATIVE COPYWRITING AGENCY LOOKING FOR A METICULOUS PROOFREADER/COPY EDITOR

Hello, you.

We're The Creative Copywriter.

With a few years of rapid growth under our belt and a leading content strategist at the helm, we have earned our stripes as a copywriting and content strategy powerhouse. But we want more. And that's where you come in.

We're looking for a proofreader/copy-editor, with a passion for the English language and a keen eye for detail and quality. You'll also need to have a good grasp of copywriting, content and digital marketing and have great communication skills.

In return, you'll get the opportunity to work with our incredible portfolio of clients which over the last few years included TikTok, Adidas, Hyundai and Thomson Reuters. You'll also get lots of personal development opportunities, flexible working (we believe in a healthy work-life balance) and the pleasure of working with a supportive, tight-knit quickly-growing team of creative folk.

We're looking for someone to own all of our company's proofreading and copy-editing efforts to ensure all our clients get the best quality of work. Someone to own all our style guides, lead the way on our QA efforts and be a part of our company's journey "to the moon".

## **ROLE RESPONSIBILITIES:**

- Proofread and edit (slightly) all work that goes out to clients and all internal work to ensure it meets the brief.
- Learn clients' tone of voice and brand to ensure these are met consistently throughout all deliverables.
- Create and update client style-guides and QA checklists.
- Make sure our super high standards of quality are maintained throughout.
- Communicate internal feedback to PM, AM and writers regarding any deliverable that did not hit the mark.
- Make sure briefs and style guides are up to date with all major feedback points from clients.
- Help with the writing of internal content such as social and blog posts (depending on level of writing).

- Work on briefs and briefing system and process with AM and COO.

#### **PERSONAL SPECIFICATION:**

- Very good grasp of copywriting, content, and digital marketing (SEO, copywriting techniques etc).
- Highly organised.
- A keen eye for detail and the ability to differentiate between good and not-so-good copy.
- Excellent communication skills.
- Ability to analyse briefs to really understand what the client is after.
- Ability to grasp technical and tech subject matters (as we write a lot of techy stuff).
- Ability to work independently and manage own workload and time effectively.
- Good writing skills.

#### **DETAILS:**

- Full-Time hours. 25k a year.
- You can work from home on Mondays and Fridays (which we all currently do!). And flexible working hours.
- London-based preferred. We're right next to Greenwich station.
- Excellent personal development prospects for the right person (we have budget and time allocated to help all our team members learn new skills and grow).
- Mentorship opportunities.
- 25 holiday days a year, plus one extra day for volunteering work.

If you think you just might be the perfect fit for this role, please send your CV and covering letter (or, preferably, a short video) telling us why you're the right person for the job to [nitzan@creative-copywriter.net](mailto:nitzan@creative-copywriter.net). Feel free to also contact us with any questions you may have :)