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Professional and Experienced Copywriter and EditorProofreader . (anchorage)

Location **Alaska**
https://www.genclassifieds.com/x-695733-z

We are seeking a talented, creative, and detail-oriented mid-level copywriter and editor/proofreader for our busy company. Experience in corporate communications writing is preferred, but this mid-level position will also be expected to take on a broad range of assignments. Our diverse client list includes a wide variety of B2B and B2C organizations. We're looking for a creative thinker with excellent writing, research, and client-facing skills. You will write and edit copy for a variety of projects (including print, interactive/web, mobile, video, and social media), working closely with the account, branding, and design teams to brainstorm ideas, create concepts, and develop messaging. Extensive research is often required to understand each client's industry, products/services, branding and messaging, and marketing objectives. This position will also provide proofreading/QC functions, helping to ensure that all projects are carefully reviewed for errors and correct spelling, grammar, punctuation, content, and consistency with standard style manuals and client style guidelines. We work in a fast-paced, collaborative environment with a high-volume workload often requiring short turnaround times.

Primary Responsibilities: Write original copy and edit copy for a wide range of B2B, B2C, and internal corporate marketing and communications materials. Research and understand the client's and target audience's needs, including Internet searches and review of other material. Proactively obtain information and direction from clients and subject matter experts (e.g., through in-person meetings and phone interviews). Work with a team of account and project managers and creative staff from initial concept development to review of final product. Revise copy based on client and internal feedback/direction. Assist as needed with writing project proposals, blog posts, and various internal projects. Review print and digital materials for omissions, errors, or inconsistencies in grammar, style, usage, format, and style/brand guidelines. Requirements for this job are: Minimum 3--5 years professional copywriting experience (solid portfolio required). Excellent writing and research skills. Demonstrated ability to write compelling, creative marketing materials for both B2B and B2C clients. Experience in corporate communications is preferred. Ability to work independently and on a team to meet deadlines. Strong attention to detail.
Excellent organizational skills and ability to coordinate multiple activities and prioritize conflicting demands. Proficiency in Microsoft Word, Excel, and Adobe Acrobat Pro. Familiarity with recognized style manuals is a strong plus. Ability to understand scientific and technical literature and "translate" for a general audience is a strong plus.
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