

Position - Content Writer

Job Description

- Regularly produce contents, articles, product descriptions, social media posts.
- Editing content to ensure voice, grammar and style is on point
- Creating and scheduling posts for social media
- Analyze content marketing metrics and makes changes as needed
- Preparing Monthly Content Calendars.
- Ensure all projects are finished within the constraint of time
- Coordinate with other departments to ensure efficient operations
- Execute clear lines of communication with other departments, not to delay or postpone work timeline

Requirement

- Any graduate, preferably in related field
- 3-5 years of experience in related field
- Excellent writing skills, as well as the ability to communicate and collaborate effectively
- Excellent communication skills and creativity
- Ability to work independently and collaboratively
- Ability to work methodically and meet deadlines

Additional Information

Working Days	-	Monday to Friday
Working Hours	-	9:00 AM to 5:30 PM
Off Days	-	Saturday, Sunday and Gazette Holidays
Office Location	-	No.271, 1st Floor, Shwegonedaing Road, Bahan Tsp, Yangon
Email	-	hr@biotamyanmar.com
Phone/Viber	-	+959 940 833 442