

Job Description

Position: Writer and Editor Executive

Pay: Weekly pay (Per work order arrives)

Remote-Work from home

Full-time | Part-time

Rinardis Business Consultation Phoenix – 64 E Broadway rd, ste 200, Tempe AZ 85282 Part-Time

Demonstrated ability to thrive under both creative and deadline pressures is essential, as is the ability to successfully manage multiple projects at once. Ability to integrate individual insight into a creative collaboration that meets both high creative standards and strategic business objectives.

You possess a deep understanding of and appreciation for the written word and have a passion for the hearts and minds of small businesses.

Develop, write, edit, store, retrieve, or manipulate business documentation such as business plans, marketing plans, operating procedures, user manuals, technical orders and business write ups, marketing promotions from time to time. May also include requirements development, documentation development, plan of actions,, verification and identification. Develop and edit written deliverables as part of RBC to its clientele process. Work with technical and managerial staff to review existing documents and new projects; prepare, write and edit technical processes.

Who we're looking for in a nutshell: ·

You love to write. You find inspiration in the smallest things and love to get them on paper without procrastination.

You can't learn enough about business industries. You're reading so many blogs about business news, SEO, inbound marketing, plan write ups, content creation, blogging, that you find yourself talking about it at parties and people are looking at you like "huh?"

You have a technical bone: You're hip with technology, not just the buzzwords but you understand a little about how the cool applications you use on the internet actually work behind the scenes (and you can write about it).

You know what Business Analyst and Consulting is: If you need to look it up, this role isn't for you! We're a B2C and B2B company focused on business consultation that can make business owners to continue being successful, analyze, and make fact based business decisions.

We prefer:

- The ideal candidate will have experience writing about business plans and business documents toward a B2B and B2C audience.

- Is a creative thinker with dashboard, business industries, or data related experience.
- Brainstorming solutions with the proposed engagement teams to provide experience-based advice with the ability to drive strategy and solutions that result in winning submissions
- Ensuring documents are clear, concise, and grammatically correct
- Demonstrated ability to manage time, writing, editing, and guide people at all levels collaboratively
- Strong interpersonal skills including aptitude for building and maintaining professional relationships, understanding team dynamics, taking initiative, and solving problems
- Keen listener with the ability to quickly grasp ideas that can be translated into written words

Responsibilities:

- Write headlines, promotional copy, editorial content, etc. for all site updates.
- Interview business and technical leaders and use that to create keyword-rich content to keep our audience engaged.
- Write, edit and proofread product description and details for business plans and business clientele services documents.
- Incorporate clear, concise and compelling content for any RBC clientele document.
- Edit and repurpose existing content for new use.
- Ensuring internal customer and external client deadlines are met through effective project management

Job Requirements:

- 2+ years of business experience and demonstrated strengths in the following:
- Producing compelling, professional, and customized client-facing messaging focused on winning or retaining business
- Must have the ability to concept, write and edit for a wide range of content. This role will also work closely with product, segment, and channel marketing to ensure the accuracy and relevancy of the content.
- Understanding the importance of quality to client's mission, vision, values and operating principles
- Demonstrated superiority in written and verbal communication skills, including exceptional presentation skills
- Excellent presentation and written/verbal communication skills, including proficiency with Word, PowerPoint, Excel, and Adobe Acrobat
- A passion for crafting sharp, effective language that drives business and assists with our business plan creation and addition efforts.
- Copywriting or editorial experience in a business or marketing environment that is accustomed to ongoing deadlines.
- Experience writing for B2B and B2C..
- Write in various styles for diverse audiences.
- Preferred education: Bachelor's degree. Preferably in Advertising, Journalism, English or Communications.



Skills/Abilities:

- Grammar knowledge and expertise including spelling, punctuation and proofreading.
- Develop and implement a process and standards/guidelines for ongoing copy development.
- Ability to prioritize and successfully multitask, setting and meeting deadlines.
- Perform well under pressure without compromising attention to detail.
- And of course it goes without saying, great communication, people skills and an essence of humor!

Meet with Hiring Manager Ruth Dinardi upon qualification! (Dress for Success)

- Bring your Resume ● Dress Business Professional ●

Opportunity for growth:

Business Managers, Account Managers, Customer Service, Sales Managers, Telesales, Sales Trainer, Financial Planner, Marketing Manager, Marketing Representative, Human Resources and much more!

Thank you for your interest in this online ad. By applying and submitting your resume to this opportunity, you are agreeing to opt in and receive emails, phone calls and text messages regarding job opportunities in your area. "I agree to receive recurring text msgs. Reply STOP to cancel, HELP for help, msg&data rates may apply."

Rinardis Business Consulting is proud to be an equal opportunity employer. We will not discriminate against any applicant or employee on the basis of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, medical condition, national origin, ancestry, citizenship, marital status or civil partnership/union status, physical or mental disability, pregnancy, childbirth, genetic information, military and veteran status, or any other basis prohibited by applicable federal, state or local law. GoDaddy will consider for employment qualified applicants with criminal histories in a manner consistent with local and federal requirements.

Email your resume to info@rinardis.com with subject Position: Outside Sales Contractors. Ruth Dinardi will be your main point of contact.