

Content Admin

Job Brief

We are looking for a ****PART TIME**** talented native English content admin to take control over our content database and content systems. At our office at *****YAD HANNAH***** (Near Nitzaney Oz interchange on route 6)

You will be responsible for administering and managing our content to a professional standard and distribute content over our online platforms. Keeping our content categorized, uploaded, manageable and usable. Dealing with our multiple content files, Wordpress systems, content archives and databases.

Our Requirements

- English at Mother-tongue level and/or few years living in English speaking country
- Fast learner
- Excellent communication skills
- Great computer skills – Word/ Excel etc
- Multitasking skills
- Familiarity with Wordpress systems – big advantage
- Hands-on experience with content files - advantage

Women, men, students and others – we have no preference.

About Brulee

A fast-growing digital publishing company, established by online advertising veterans, focused at creating and managing premium publisher sites.

Think you are the right person?

Please send your CV to jobs@bruleemedia.com