

JOB DESCRIPTION			
<b>IDENTIFICATION</b>			
Actual Designation	<b>Chief Sub Editor</b>	Function	<b>Only My Health</b>
Location	<b>Delhi</b>	Sub-Function	<b>Editorial</b>
<p><b>SUMMARY OF THE POSITION:</b> The person will produce lifestyle content for the Only My Health website in the Hindi and English language. Needs to write exclusive stories, rewrite the copies submitted by the writers, make photo stories.</p>			
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Planning and writing content for health section</li> <li>• Creating exclusive content for health section</li> <li>• Making homepage and updating all the section of website</li> <li>• Editing copies written by reporters or other sources</li> <li>• Putting up breaking, trending content from Google, social media</li> <li>• Monitoring trends and creating web-special content</li> <li>• Make photo galleries</li> </ul>			
<p><b>Job Specific Knowledge &amp; Skills</b></p> <p><b>a) Functional :</b> Flawless grammatical skills, headline writing skills, good knowledge of health, social media proficient, worked on CMS</p> <p><b>b) Behavioral:</b> Good communication skills, multitasking and able to prioritize the work</p>			
<p><b>Qualification &amp; Experience:</b></p> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Should have excellent writing and editing skills in English</li> <li>• Must have good knowledge of web essentials such as SEO, keywords, hyperlinks, headlines, image driven content</li> <li>• Ability to work within tight deadlines</li> <li>• Should be proficient using a CMS and should possess basic image editing skills</li> <li>• Must be willing to work in shifts as per requirement</li> </ul> <p><b>Experience:</b> Minimum 5 years</p>			