

JOB DESCRIPTION			
<b>IDENTIFICATION</b>			
Actual Designation	<b>Chief Sub Editor</b>	Function	<b>Her Zindagi</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 Her Zindagi website in the 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 lifestyle section</li> <li>• Creating exclusive content for lifestyle 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 lifestyle, 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>			