

JOB DESCRIPTION

IDENTIFICATION

Actual Designation	Translator	Function	GMD
Location	Mumbai	Sub-Function	News

SUMMARY OF THE POSITION: The person will produce web-content for the Mumbai and news section in the form of exclusives, rewrites, photo stories and improving copies submitted by writers. The candidate will ensure that the standards of accuracy, consistency and relevance as per company guidelines are adhered to

Key Responsibilities:

- Co-coordinating with group companies for content
- To translate Hindi content to Gujarati
- Manning the evening or morning desk with other team members, monitoring homepage and video placement
- Making web special stories
- Updating and monitoring content on landing pages
- Ensuring all content published is optimized for all devices and produced with SEO best practices in mind
- Putting up notifications
- Collaborating with the print team for content

Job Specific Knowledge & Skills

a) Functional: Flawless Gujarati and Hindi skills. Must be able to Read and write Gujarat , headline writing skills, good knowledge of current affairs, social media proficient, worked on CMS

b) Behavioral: Planning content, good communication skills, prioritizing and multitasking

Qualification & Experience:

Qualification: Mass communication / Graduate in journalism

Experience: At least 3 years