

Content Specialist



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Phone :
Web :

Job Summary

Vacancy :
Deadline : Jan 01, 1970
Published : Dec 24, 2024
Employment Status :
Experience :
Salary :
Gender :
Career Level :
Qualification :

Job Description

Summary: Join our dynamic Corporate Communications team as a Content Specialist, where you'll play a pivotal role in crafting, designing, and editing a wide array of materials that bolster both our internal and external communications. This position demands a unique combination of writing prowess, content development expertise, and graphic design skills. Responsibilities: Create and design high-quality content for various company publications, including flyers, newsletters, handbooks, guides, letters, standard operating procedure manuals, and more. Write and edit company announcements highlighting company news, success stories, promotions, and associate achievements. Conduct research and gather data from diverse sources to support content development. Craft engaging scripts for company videos and campaigns. Regularly generate engaging content for recruitment and HR-focused communications channels and platforms. Design and produce top-notch graphics for print materials and digital media. Provide proofreading services to leadership and human resources ensuring clarity and accuracy in communications such as letters and emails. Assist in creating "How To" guides and "Frequently Asked Questions" documents. Support various human resources events and projects as needed. Perform other duties as assigned. Experience/Qualifications: At least 2 years of experience in writing and content creation. Proficiency in Adobe Creative Suite (Photoshop, InDesign), Canva, and Microsoft Office. Strong understanding of graphic design principles. Excellent written and verbal communication skills. Exceptional attention to detail and the ability to meet tight deadlines. Ability to lift- up to 25 lbs. consistently and 50 lbs. infrequently Must be able to legally work in the USA. Education and Certification(s)/License(s): Bachelor's degree in communications, English, or a related field. Discover Life at Rosen: Your career is here in our diverse and friendly workplace where your individuality and ideas are valued. Our company of more than 3,000 associates thrives on teamwork and ingenuity. It is this team who makes Rosen Hotels & Resorts® in Orlando one of Florida's most respected hospitality companies to work for. Benefits Our Associates Enjoy: Affordable Health and Dental Insurance On-site Medical Center Competitive Compensation Holiday Pay Paid Vacation Paid Personal Days Tuition Reimbursement Higher Education Scholarships 401(k) Retirement Savings Plan Childcare Financial Assistance Hospitality and Dining Discounts Family Outreach Center and Many More Benefits Excellent career opportunities, extensive and innovative benefits, and personal enrichment reward our associates' commitment to quality and service. The result is a level of employee longevity unique in the hotel industry. We are proud to be an equal opportunity employer and a drug and nicotine-free workforce.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
