

Digital content manager

IntelliCo Solutions Ltd is an employee-owned Consulting Company, focused on supporting its Customers in successfully delivering & managing their IT. Our customers are typically large, leading Global companies, who wish to strongly leverage on IT and correspondingly manage complex IT portfolios.

At IntelliCo Solutions we always strive to deliver to highest standards in all our engagements and maintain a culture of continuous learning and follow new tendencies in the IT sector to contribute to greater value to our clients.

We are looking for a positive, flexible and motivated person to join our team as Digital content manager. In case you would like to gain or further develop your digital content management related project experience, you are the right person for us.

You will be accountable for the digital content updates for one of our global Client's website, which will include the following main responsibilities:

- Content support for our client's website (articles publishing, design improvements, testing new features, issue escalation, ticket management, reporting)
- Timely response to requested inquiries
- Management of multiple tasks with minimal supervision
- Self-paced improvement of technical and business process knowledge

Successful candidate's profile:

- Fluent English
- Good knowledge of HTML
- Excellent communication skills - both written and oral
- Time management skills and working with deadlines
- Attention to detail
- Ability to prioritize

The following will be considered as an advantage:

- Technical or Customer Support background
- Ability to work with Photoshop or similar programs

We offer you to gain valuable work experience with international exposure in a young and positive team as well as a good remuneration package.

If you are interested in this position and if you believe you meet our requirements, please send us your CV in English to the following email: elena.lilova@intellico-solutions.com

Please note that only shortlisted candidates will be contacted.
All applications will be treated in the strictest confidence.