

## Content Administrator

### Vita Media Group in Skopje is looking for a new Content Administrator

Vita Media Group is a frontrunner in the world of iGaming, lead generation and affiliate marketing. With a dedicated data-driven approach, we ensure that our users always find exactly what they are looking for. We operate in the iGaming and financial services verticals, where our vast experience enables us to recognize customer needs and provide optimal solutions and appropriate action.

**We need a person who is fluent in English and has experience in writing content and managing Content Management Systems such as WordPress.**

#### Our requirements:

- Creating tracking links for multiple websites
- Updating trackers based on sales input
- Changing the ads on the front page based on Sales input
- Categorizing ads in different places on the website
- Updating the links on the ads whenever there are changes
- Filling out information for the commercial type in the back-end to create the correct link
- Checking user reviews in the admin console: approving and rejecting user reviews on a daily basis
- Managing the activities around how different ads are displayed on the website through the WP management panel

#### Our ideal candidate should have/be:

- Fluency in written English
- Experience with Content Management Systems (for example, WordPress)
- Some SEO knowledge is preferred but not mandatory
- Experience in working with all G-Suite products (Sheets, Docs, Slides)
- Proactive team player with the ability to work in a start-up environment where priorities can shift on a weekly basis
- Putting attention to detail
- Ideal position for candidates with E-Business educational background

#### What we offer:

- Competitive salary
- The chance to take your content skills to the next level by learning SEO first-hand from our team of SEO specialists
- The chance to work in one of the fastest-growing industries
- Free coffee and drinks in the office
- Various events, team-buildings, and business conferences
- Proactive and helpful colleagues
- Private health insurance
- Offices located in Park Residence and an easily accessible location with free parking space

You can find more about us here:

[www.vitamediagroup.com](http://www.vitamediagroup.com)

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