

# SEO Assistant

## Position Description - October 2020

Do you have experience updating Google My Business, Yelp, Facebook or other online directories for businesses? Are you able to process incoming emails and information and quickly determine priority and relevancy? If you can answer “Yes” to these questions, then we want to talk to you!

You are a great fit for this position if you:

- Have a variety of task and detail oriented work experience
- Are willing and able to adapt workflows and processes for efficiency and accuracy
- Can complete work outlined in a checklist
- Can review business details (hours, address, etc.), add that information to online directories and check online directories for accuracy

You will thrive in this position if you are:

- A self starter
- Detail oriented
- Able to perform repetitive tasks
- Are able to write copy in a professional manner
- Already know what SEO is and have experience working on WordPress websites

To apply for this position:

- Send us a resume that details relevant experience related to this position
- Send a letter of interest that describes your experience related to this position and why you are the right choice.