

Internship / Job Opportunity

SEO Technician for SEO Company

No SEO Experience Required; We will train you!

Hours: 10 hours a week to start; Can Grow into part time / full time

Hourly Rate: \$20

Location: Madison

Hard Skills

Strong writing skills (copywriting, editing, business communication)

Skilled with: Google Docs, Google Sheets

Technology savvy (computer, internet, email, cell phone, etc)

Basic html, low-level programming (a plus)

Soft Skills

Detail-oriented

Highly organized

Follows processes

Looks for ways to improve processes

Punctual; excellent time management

Critical thinker with problem-solving skills

Willing to learn Search Engine Optimization (SEO)

Willing to learn Google Analytics

Coachable; Loves to learn

Empathetic; Thoughtful

Duties

Copy writing and editing

Search Engine Optimization

Prepare various reports

Analyze results

Log / track information

Contact

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