Position: Process Associate - Content
Location: Hyderabad, India
Reporting to: Assistant Manager - Content
Salary: As per industry standard
Number of openings: 80

About us: Template.net is a global product loved by 100 millions users. We are an 8 year old global brand bootstrapped from Hyderabad, India.

Who are we:

We are a passionate team of 200+ creators & engineers working from offices in Hyderabad, Singapore, Philippines & Vietnam. We are passionate about creating high quality, world class products.

Job Overview:

We are seeking dynamic and creative individuals with a passion for content creation and design to join our team as Process Associates. In this role, you will be at the forefront of utilizing AI tools to generate and enhance content, infusing your creative flair into the process. If you have a keen eye for design, strong writing skills, and an interest in AI technologies, we want to hear from you.

Responsibilities:

AI Content Generation:
- A strong willingness to learn and undergo training in the use of company-specific AI document generation tools.
- Ability to effectively produce document templates with a keen focus on accuracy and speed.

Content Editing and Enhancement:
- Edit and enhance AI-generated content, ensuring it meets quality standards and aligns with the company's creative vision.

Graphic Design:
- Integrate graphic design elements into content creation, collaborating with design teams to produce visually appealing and engaging materials.

Collaboration with AI Developers, Prompt Engineers:
- Work closely with AI developers and technical teams to provide feedback, troubleshoot issues, and contribute to the improvement of AI algorithms.

Quality Assurance & Formatting:
- Conduct quality checks on both written and visual AI-generated content to ensure accuracy, coherence, and visual appeal.

Adaptation to Content Trends:
- Stay informed about industry trends, content styles, graphic design trends, and AI advancements to contribute innovative ideas for content creation.

Collaboration with Content and Design Teams:
- Collaborate with content creators, writers, editors, and design teams to integrate AI-generated content seamlessly into larger projects.

Qualifications:

Content Creation Skills:
- Strong creative writing and editing skills with a portfolio showcasing content creation capabilities.

AI Proficiency:
- Familiarity and comfort working with AI tools, design, content and platforms for content creation.

Tech-Savvy:
- Ability to quickly adapt to and navigate new technologies, tools, and design software.

Attention to Detail:
- Meticulous attention to detail to ensure the quality and accuracy of AI-generated content and design elements.

Team Collaboration:
- Strong collaborative skills to work effectively with cross-functional teams, including AI developers, content creators, and design teams.

Adaptability:
- Ability to adapt to evolving content creation processes, design trends, and AI advancements.

Preferred:
- BA (English) / Bachelor's Degree in Journalism, Mass communication or Literature

What's In Store for You:

- Fixed Days off on Saturdays and Sundays. Day shift - 9 AM to 6 PM
- Comprehensive HMO coverage upon regularization to take care of your health and well-being.
- Free lunch in the office
- Generous vacation and sick leaves benefits upon regularization, ensuring your work-life balance
- Enjoy a lively office environment with an ample supply of coffee to keep you energized and focused