



**Job title:** Creative copywriter and coordinator (English speaking)

**Hours:** Full-time, 40 hours per week, 9am to 6pm

**Location:** Hong Kong - Remote (Must have the right to work in Hong Kong)

**Reports to:** Founder/Creative Director

**Job overview:**

Our Creative Copywriter and Coordinator will be responsible for brainstorming and creating engaging content for clients, and taking the lead for Hong Kong based client requests. Success in this role looks like: crafting copy that helps clients reach their business goals, handling quick turnaround times (during Hong Kong office hours) and coordinating daily updates with internal and external teams.

**About Yellow Door Studio:**

Yellow Door Studio is a creative agency built on connection. We craft compelling digital content, linking purpose-driven brands with forward-thinking people. We offer branding, copywriting, design, translation, marketing and more. We're a small team, building a community that celebrates authenticity and champions bold ideas. We pride ourselves in thoughtful work, bringing our clients unparalleled results.

**Job responsibilities and duties:**

- Write English copy for client eDMs, in-app stories, websites and social media posts across all platforms
- Coordinate with Yellow Door clients and freelancers, ensuring projects are delivered in a timely manner
- Help clients brainstorm new and exciting messages to engage customers
- Provide professional feedback to clients when needed
- Assist clients with proofreading and editing when needed
- Assist clients and internal team with admin e.g. downloading and uploading files
- Accurately track client image purchases for future invoicing purposes
- Log client hours and tasks into excel
- Serve as a final eye for client eDMs, interview features and other marketing material
- Write internal articles for the Yellow Door Studio website
- Handle social media for Yellow Door Studio across Instagram, LinkedIn and Facebook
- Potential to support with design and branding

- Potential to support with SEO
- Additional responsibilities as needed

### **Education & Experience:**

- University degree holder (Communications, Writing or Marketing related fields preferred but not required)
- 1-2 years experience in Communications, Marketing or Editorial related role (or other relevant work experience)

### **Skills & Competencies:**

- Highly proficient in spoken and written English
- Highly Proficient in written Traditional Chinese or Simplified Chinese preferred
- Experience in both long-form and short form writing
- Experience with social media
- Experience with image editing software preferred
- Proficient in Microsoft Word and Excel
- Excellent organisational skills
- Time management skills, including the ability to keep to tight deadlines
- Attention to detail and the ability to proofread

### **Reach out if you consider yourself:**

- Highly motivated
- A strong, friendly communicator
- An independent *and* collaborative worker
- Open-minded and flexible with new tasks, clients and goals

You can expect to work remotely, giving daily updates to team members who may work from different time zones. Majority of the day-to-day projects will be done independently, but we make sure every member of our team feels heard and supported. We believe companies are happier and healthier when they put people first.