



WANTED: A Rockstar Senior Copywriter to Join Our Team!

Are you a rockstar Senior Copywriter with the ability to create persuasive content based on inputs from senior leaders and executives? Do you have experience in developing strategic frameworks that are the foundation of a new brand, in alignment with the vision of executives? Have you worked with a variety of B2B business across multiple verticals? Do you excel at guiding clients through the writing process and working with design and production teams to ensure your work and vision is represented accurately? Do you have a portfolio that demonstrates all of the above? If so, CompleteSpectrum would like to hear from you.

YOUR MISSION

Our Copywriter is responsible for leading both strategic and tactical copy needs of our organization across multiple sectors, channels and deliverables. This role will assist with all areas of CompleteSpectrum's business, including client projects, new business development efforts and internal branding initiatives, and will provide senior-level directional insights, best practices and creative inspiration to help take our team & work to the next level.

WHAT YOU'LL DO AS A COPYWRITER AT COMPLETESPECTRUM

- Concept, design, revise and deliver innovative and effective creative solutions for the online, print, mobile and social media channels.
- Provide senior-level insights, best practices and creative inspiration to our clients & team to further the development of our design capability and help take our work to the next level.
- Write and develop case studies.
- Assist with internal CompleteSpectrum business development projects and creative needs.

- Champion design principals and ensure all assigned creative deliverables are optimized from the end user point of view.
- Proactively assess our client's creative assets, and suggest improvements to meet their business needs.
- Adhere to project timelines and effectively communicate project status to internal partners.
- Provide quality control on all completed projects to ensure design quality and production accuracy.
- Manage your assigned projects and maintain project data in our project management system.
- Operate and maintain a Mac and other technology related to the creative production process.
- Actively participate in team meetings and contribute to our culture of creativity.
- Keep up-to-date on design trends, production technology and brand marketing.
- Archive completed projects and maintain Creative Services servers and file archives.
- Provide assistance to your colleagues and perform other duties as required

WHAT YOU'LL NEED TO GET AN INTERVIEW

- A top-notch portfolio of writing samples that shows how you have translated business strategy into impactful copy.
- Polished communication skills with an action-oriented focus, capable of solving communication challenges, and developing original solutions.
- Creative thinking ability with prolific ideas and the ability to juggle multiple projects under tight deadlines.
- 4+ years of experience writing B2B content.
- A bachelor's degree in design or a related subject, or the equivalent work experience.

- Advanced skills in Microsoft Office, primarily Word and PowerPoint.
- Attention to detail with emphasis on accuracy and quality, and a critical eye for grammar and proofing.
- A strong work-standard and an ability to innovate and think critically.
- Excellent communication, customer service and collaboration skills.
- Proficiency with Mac computers and creative-specific technology.
- A strong passion for defining brands and bringing them to life.

If this sounds like you, we'd love to hear from you today!

ABOUT COMPLETESPECTRUM

CompleteSpectrum develops brands, from creations to evolutions to revolutions. For the last 14 years, we have partnered with financial sponsors and management teams to create brands that are aligned with the investment direction of the business, identifying the target audiences and building messaging that effectively communicates that direction to those audiences.

The businesses we partner with are always growing, whether through new product introduction, geographic expansion, or purchasing other businesses. Creative design is critical throughout our support cycle for these businesses, and that is where this role adds value. We want candidates that can successfully represent the CompleteSpectrum brand, execute strategy in behalf of our clients and their needs, ensure superior service and engage in a manner that ensures a trusting and lasting relationship.