

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-270-2021
Company Name	Majarra
Industry	Publishing
Vacancy	1-Managing Editor - Harvard Business Review. 2-Senior Economic Editor. 3-Senior Editor in Psychology. 4-Senior Writer Specializing in Financial Matters. 5-Advance Experienced Translation Reviewer. 6-Social Media Manager for Majarra. 7-Translator from French into Arabic in scientific and medical specialization. 8-Head of Video and Multimedia- Majarra. 9-(UX\UI Designer).
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	Full Time, Part Time
Major	Content Writing, Technology, Any
Years of Experience	Any
Education	Any
Location	Remote Work
Application Deadline	N/A
Remuneration & Benefits	N/A
Tasks & Responsibilities	<p>Managing Editor - Harvard Business Review: -Executive management of the Harvard Business Review team in the production and promotion of content. -Ensure that the progress of the content production is successfully continuous on a daily, weekly, and monthly basis. -Assigning translators the translation works through the chief translator.</p> <p>Senior Economic Editor: -Daily writing and editing business management stories in Arabic. - See the most popular business and economic trends in the region to create angle-based reports. - Attend business conferences and communicate with leaders for quotes or interviews.</p> <p>Senior Editor in Psychology: -Preparing news and in-depth reports on Psychology and mental health.</p>

JOB POSTING REQUEST FORM

<ul style="list-style-type: none"> -Preparing a daily or weekly newsletter on the latest developments. -The ability to manage a team of translators, contributors and writers in this field.
<p>Senior Writer Specializing in Financial Matters:</p> <ul style="list-style-type: none"> -The ability to understand, analyze and simplify financial content. - The ability to make practical applications of financial offers, whether related to banks, insurance companies, or consumer goods to present the best proposals through simplified articles that help readers make their financial decisions. -The ability to track price and inflation indicators in various Arab countries, in addition to global indicators.
<p>Advance Experienced Translation Reviewer:</p> <ul style="list-style-type: none"> -Practical experience in translation and linguistic work. -Experience in converting terms into Arabic according to Arabic language standards. -High ability to organize and work under pressure.
<p>Social Media Manager for Majarra:</p> <ul style="list-style-type: none"> -In-depth knowledge of the privacy of each social network with accurate knowledge of its main attractions points like (photos, texts, videos, etc.). -The ability to extract the data to evaluate the performance of social networks -Accurate knowledge of how social networks work with specialized technical knowledge to solve the most common problems in this field.
<p>Translator from French to Arabic in Scientific & Medical Specialization:</p> <ul style="list-style-type: none"> -Accurate mastery of the French and Arabic languages, both spoken and written. -In-depth knowledge of the specificity of the French language and the method of translation in different fields, especially scientific, medical and psychological terms. -Experience in translation and proofreading at Arabic and French.
<p>Head of Video and Multimedia- Majarra:</p> <ul style="list-style-type: none"> -Checking the quality of the multimedia department's products and reviewing and approving the teams outputs.

JOB POSTING REQUEST FORM

-Editing and publishing videos, audios, podcasts on the Harvard website and any other platform the business requires, such as Buzzsprout ..etc.
-Finish tasks on time.

(UX/UI Designer):

-Illustrate design ideas using storyboards, process flows and sitemaps.
-Design graphic user interface elements, like menus, tabs and widgets.
-Build page navigation buttons and search fields..ect.
-Deliver the requested tasks on time.