



Webcertain™

Recruitment pack

Korean Linguistic Assistants

A fantastic opportunity has arisen for Korean Linguistic Assistants who have fluent proficiency in both written and spoken English and who are native level speakers of Korean to work for Keywords at Webcertain™ in York.

Webcertain™ is one of the few multilingual search marketing companies in Europe with more than 40 languages spoken all under one roof! Keywords offer a fun and multicultural environment to work in and are currently looking for Korean linguists.

We are looking for flexible, hard-working individuals who are studying linguistics or have an interest in languages. We don't mind how much experience you currently have, we just need you to have high standards, excellent organisational skills and the desire to add value to the role.

In return, we offer a role in a fast-paced, evolving company with lots to learn and room to progress for the right candidate.

Hours: 0 hour contract (Project based)

This is a 0 hour contract and is project based. The role strongly depends on the need for the Korean language. However, depending on the demand, there may be the opportunity for the role to go to a full time/permanent position.

Webcertain Keywords offers flexible hours and pays £7.33 per hour. We will also cover the cost for public transport from York (£3.80 per day) and from Leeds or elsewhere (up to £12 per day) to our offices in Poppleton. Working from home after an initial training period is possible.

Closing date for CVs: ongoing

Interviews: ongoing

CVs to be returned to recruitment@webcertain.com

Job Description

Job Title: Korean Linguistic Assistant

Reports to: General Manager of Keywords

Staff Supervised: None

Overall Purpose:

The purpose of the role is to engage in a variety of multilingual Search Marketing projects in the areas of PPC, SEO and Social Media.

Key Accountabilities:

- Using native Korean linguistic experience to help with multilingual search marketing projects such as:
 - Website Optimisation
 - Copywriting adverts to be used on the internet (PPC)
 - Keyword Research
 - Writing social copy
 - Various other online research duties
- Helping with localisation projects
- Proofreading

Skills and Competences required in the role:

Essential

- Intermediate experience of Microsoft Office Word, Excel
- Excellent written communication skills
- A very good eye for details
- Ability to fluently write and speak English and Korean
- Ability to apply cultural knowledge of your native country to our Search Marketing projects
- Ability to work closely with people from different cultural and ethnic backgrounds

This job description is not restrictive or definitive in any way and should be regarded as a guideline to the duties required, and may be amended in the light of changing circumstances following consultation with the post holder.