

## **ROLE SPECIFICATION**

**Job Title:** Data Integrity and Content Creation Associate

**Location:** Richmond Head Office

**Job Type:** Full-time

**Reports to:** Chief Executive Officer

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### **Job Overview:**

We are seeking a dynamic and detail-oriented professional to join our team as a **Data Integrity and Content Creation Specialist**. The ideal candidate will bring a blend of analytical precision and creative flair, ensuring the accuracy of our AI-powered databases while crafting engaging content that resonates with our audience. This role is perfect for someone who thrives in a fast-paced environment, balancing data-driven tasks with content creation.

### **Key Responsibilities:**

#### **Data Integrity:**

- **Data Cleansing and Remediation:** Ensure the accuracy, consistency, and completeness of data within AI-powered databases.
- **Data Validation:** Perform audits and implement quality control measures to maintain data integrity.
- **Database Management:** Monitor and update AI databases to support optimized performance.
- **Collaboration:** Work closely with data engineers and AI specialists to ensure seamless data integration.

#### **Content Creation:**

- **Graphic Design:** Create visually compelling graphics for digital platforms using tools like Canva and Figma.
  - **Social Media Content:** Develop creative and engaging content for social media channels, aligning with brand guidelines.
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- **Video & Audio Production:** Produce polished video and audio content using DaVinci Resolve or similar editing software.
- **Presentation Design:** Design and edit high-impact digital presentations for internal and external stakeholders.
- **Creative Collaboration:** Collaborate with marketing and design teams to brainstorm and execute content strategies.

### Qualifications:

- **Education:** Bachelor's degree
- **Experience:** Experience in data management, or content creation, ideally in a tech or AI-driven environment.
- **Skills:**
  - Strong attention to detail, especially in data cleansing and database maintenance.
  - Proficient in Canva, Figma, and DaVinci Resolve or similar creative tools.
  - Strong communication and collaboration skills across cross-functional teams.
  - Ability to manage multiple projects and deadlines effectively.
  - An eye for creativity and innovation in both design and content creation.

### Preferred Qualifications:

- Familiarity with AI systems and databases.
- Experience with social media management and content strategy.
- Basic understanding of video animation and motion graphics.

### What We Offer:

- Competitive salary and bonus.
- Opportunity to work in a cutting-edge AI and data-driven environment.
- Creative and collaborative work culture.
- Ongoing learning and development opportunities.

**How to Apply:** Please submit your resume, a portfolio of content creation work, and a cover letter detailing your experience with data integrity and content creation.

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