

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/content-typist-and-editor/>

## CONTENT TYPIST AND EDITOR

### JOB LOCATION

Dhanbad, NA, Dhanbad, Jharkhand, India

### DESCRIPTION

- **Location:** Katras, Dhanbad, Jharkhand 828114
- **Company Name:** Professional Content Services
- **Employment Type:** Part-Time
- **Salary:** ₹15,000 – ₹18,000
- **Job Description:**
  - Create digital versions of handwritten manuscripts with precise formatting.
  - Proofread and edit typed content to ensure grammatical accuracy.
  - Work closely with content creators to meet specific formatting requirements.
  - Deliver assignments within deadlines while ensuring high-quality standards.
  - Knowledge of formatting tools in MS Word and Adobe Acrobat is an advantage.

### HIRING ORGANIZATION

Typing and Formatting Specialist

### EMPLOYMENT TYPE

Full-time, Part-time

### BASE SALARY

INR 15,000 - INR 25,000

### DATE POSTED

? December 31, 2024

### VALID THROUGH

2026-07-21