

# M A T C H E S

## **Freelance Product Writer (1 Month Contract)**

When the style-savvy shoppers in Wimbledon, Richmond, Notting Hill, Mayfair, Marylebone High Street and Bicester Village need to get their retail fix, we are there to fulfil all their fashion needs whether that is in our Matches stores, Spy stores or Diane von Furstenberg stores or on our fantastic website ([www.matchesfashion.com](http://www.matchesfashion.com))

We are looking for Freelance Fashion Writer to assist the Matches Fashion editorial team, to start immediately. The main purpose of the role will be to ensure that all products on the site are described in an accurate, eloquent and reliable manner, in clear and concise English and in a way that is consistent with the Matches house style.

### **Key Objectives:**

The main purpose of the role will be to ensure that all products on the site are described in an accurate, eloquent and reliable manner, in clear and concise English and in a way that is consistent with the Matches house style.

### **Main duties and Responsibilities:**

- Enter product descriptions for daily upload ensuring that they are accurate, concise and informative. This covers style tips and technical details.
- Work with the Product fit advisor on size, fit and care information which will be used to developed technical details
- Test in staging before activation product description as well as image, colour, category, bold/format, hyper links, expanded fit information
- Final daily check once product is live and amend if necessary
- Have an understanding of weekly sales reports to aid the writing of product descriptions and ensure that all content is both commercially and editorially viable;
- Any other duties as reasonably requested

The successful candidate will be a motivated, enthusiastic and hardworking individual with plenty of initiative and the ability to work well both individually and as part of a team. They will be good at managing their time, and will have both a strong knowledge of fashion and thorough online skills. Experience of using an editorial content management system, blogging software, knowledge of basic HTML and Microsoft Excel would be helpful.

### **Skills**

- Excellent written English
- Computer literate including Microsoft word and excel.
- Strong knowledge of fashion, designers and brands
- The ability to work quickly and efficiently with high levels of accuracy and attention to detail
- Time keeping and the ability to meet deadlines
- Ability to work as part of a team
- Excellent organisational skills

If this sounds like you please send your CV and cover letter (including daily rate expectations) to [personnel@matchesfashion.com](mailto:personnel@matchesfashion.com)