

Our Vision

Arkage believes that creativity and communication can change the future for the better. The world of communication is constantly changing, but the principles by which we carry it out remain constant: respect for people and their time, a passion for valuable communication with a high emotional impact.

Inspired by art and grateful to nature, we are committed to making a positive impact on our Planet. We began this journey at the dawn of the new millennium.

Many new competencies are on board, in an era of fabulously post-digital technology, to express the full potential of communication in the best possible way.

How does the application process work?

- (1) you complete the application on the website [Arkage Careers](#) (don't forget to submit your [myers-briggs profile](#))
- (2) we get back to you for a first interview
- (3) after the first interview, the person responsible for your team (creat/dev/cx, etc) gets involved for a second interview
- (4) almost done! we will discuss budgets and you will get a final interview with our CFO Barbara and our president Carlo
- (5) welcome on board! Now an onboarding process begins

At any stage of the selection process, if something does not go as intended, we will send you an email explaining the reasons within 30 days from the first application. If it happens, don't worry! We periodically reopen the positions and if you are already in our DB you have more chances to join our ark in the future.

We invite you to stay updated about our events on [welcometothearkage.com](#)



Please check the next page to know what we are looking for.

Arkage is looking for a **Data Entry Operator**, is that you?

Duties and Responsibilities

The candidate will immediately join a structured team that is currently working with an international client leader in the Luxury Industry.

The main areas of responsibility will be:

- Uploading, editing, and reviewing contents into the CMS environment
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output
- Applying data program techniques and procedures
- Participating in the development activities of EDMs.
- Supporting the team on managerial tasks as required by the client.
- Working in a multidisciplinary team with other professionals such as back-end developers and web designers
- Accurately communicate progress regularly to the Team Leader
- Bug fixing
- English Proficiency

Skills and Qualifications

- Strong sense of responsibility, proactiveness, and attention to details
- Knowledge of Core Media Studio or other CMS
- Customer-Centric Approach
- English Proficiency

Attitude and Soft Skills

- Desire to get in touch with an international context
- Ability to work in an organized manner, with method and professionalism
- Ability to work both in groups and independently, under pressure, on disparate projects



- Speed of execution and ability to work even with short delivery times
- Organization and extreme attention to details
- Ability to prioritize and manage multiple projects

Nice to have

- Previous experience in communication agencies and/or companies
- Knowledge in HTML5, CSS3 and SASS

What we offer

- Employment or Collaboration Agreement according to the candidate's profile
- Salary and professional category commensurate with the candidate's experience
- Company bonus
- Apple Inc. workstation
- Welcome Kit
- Arkage Learn Conferences and Events
- Training, online courses, books, and documentation (offered by Arkage)
- Research and Development on innovative topics (VR, Wearable, IoT, iBeacon, AI, and much more)
- Heterogeneous project teams: Developers, Designers, Creatives, and Strategists
- Smart working (we did it even before Covid)

