



Content & Communications Manager (f/m/d)

Join TimeTac and actively shape our communication!

As a Content & Communications Manager, you ensure that our messages – both internal and external – align perfectly with our company values. Through creative, SEO-driven content, you enhance our customer journey and strengthen our brand presence.



Graz



Full-time employee

TimeTac is a continually growing and innovative software company with a focus on developing and providing web-based and mobile time tracking solutions. We maintain a modern, open corporate culture with a strong vision and a great working atmosphere in which creative thinking is encouraged. The products of TimeTac are among some of the leading cloud applications in the categories of time tracking and absence planning solutions.

Your future Role

- Independent content management for various marketing campaigns with a focus on SEO, including responsibility for coordinating all involved teams from ideation to final performance analysis.
- Conceptualisation and creation of content: Writing compelling and targeted content for various channels, including:
 - Website: Landing pages, blogs, glossaries
 - Downloadables: Whitepapers, guides, checklists
 - Help center articles
 - Creation of video tutorials
 - Offline and online marketing materials: e.g., brochures and flyers
 - Email marketing
- Supporting the planning, execution, and optimisation of our SEO strategy aimed at sustainable, scalable traffic growth.
- In particular, you will oversee the SEO strategy for our website and maintain the site using our CMS Builder.io.
- Actively contributing to strategic discussions and providing insights on how to engage our target audiences with relevant content throughout the customer journey.
- In this role, you report directly to our team lead in Marketing.

Your Skills

- At least three years of experience in content marketing, with a strong focus on copywriting and SEO.
- A degree or equivalent qualification in communications, marketing, content creation, or a related field.
- Passion for creating creative, compelling, and SEO-driven content in the B2B software sector that excites, inspires, and informs our target audiences.
- Strong SEO expertise (on-page, off-page, and technical SEO) and experience with common SEO tools such as Sistrix, Google Analytics, Google Search Console, and Google Ads.
- Proficiency in CMS platforms (e.g., WordPress, Builder.io) and ideally experience with CRM systems like HubSpot.
- Experience with Canva or other graphic design tools; knowledge of Adobe CC is a plus.
- Independent, proactive, and well-structured working style.
- Excellent communication skills in German and English, both written and spoken.

This may inspire you

- a modern office in the city center of Graz
- flexible working time models
- mutual appreciation and respect
- possibility to work up to 2 days per week remotely
- 4 € food voucher for ever day in the office
- continuous learning culture
- multicultural team with great teamspirit
- initiatives for mental and physical fitness

We welcome talents of all genders and backgrounds who want to be part of the success story of our highly motivated team.

According to the applicable IT collective agreement, the minimum gross annual salary for this position is €44,450 (ST1, entry level) for a full-time position (38.5h/week).

Of course, individual qualifications and relevant experience will be considered when determining the actual salary, and we are open to overpayment.



Your Contact

Astrid Pfeiler

Specialist Talent Acquisition & Recruiting

