

Social Media Assistant

Social Media Assistant Responsibilities:

- Managing company social media channels, including Facebook, Instagram, Twitter and other relevant platforms.
- Creating and sharing content, i.e. text posts, videos and images for social media
- Scheduling posts.
- Analysing and reporting audience information and demographics, and success of existing social media posts.
- Proposing new ideas and concepts for social media content.
- Writing and distributing e-newsletters to subscribers.
- Monitoring and responding to comments on posts and reviews.

Key Requirements:

- Excellent Knowledge of social media platforms.
- Analytical skills.
- Excellent communication skills.
- Eagerness to learn about new innovations and software.
- Excellent time management skills.
- A degree in communication, marketing or social media.
- Prior experience in marketing or social media.