

Dear ,

If you are interested in the below Job Offer, you are kindly asked to send your updated CV to the NDU Placement Office E: placement@ndu.edu.lb and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

Job Reference # (Office Use)	23-01-2012-1	
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Applicant Requirements			
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
Age			
Standing	<input type="checkbox"/> Graduate	<input type="checkbox"/> Fresh Graduate	<input type="checkbox"/> Undergraduate
Degree	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master	<input type="checkbox"/> Doctoral Degree
Major / Emphasis	Advertising and marketing		
Years of Experience	--		
Skills	Language Skills	<input type="checkbox"/> English	<input type="checkbox"/> French <input type="checkbox"/> Arabic <input type="checkbox"/> Other _____.
	Computer Skills	MS Office, familiarity with social networks	
	Other Skills	Social skills	

Job Vacancy Details			
Application Deadline			
Job Type	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Summer Job
Job Description	Position / Title	Social Community manager	
	Salary (Optional)		
	Responsibilities	Generating value content and managing social platforms	
		<ul style="list-style-type: none"> Develop, Launch, and Manage Social Media Communities Interact with customers to align their needs with the clients' objectives 	

	<ul style="list-style-type: none"> • Be the eyes and ears of the accounts they're managing • Participate in conversations that surround content and brand, answer comments, be a mediator.. • Identify threats and opportunities in user generated content surrounding the brand, report to appropriate parties. • Create content for feeds and snippets in various social media sites. • Generate, Schedule and organize multiple engagement plans which generate content on a daily basis • Participate in social media, on the client's behalf • Manage and track link building campaigns, coordinated with all facets of the client's business. • Create and update daily, weekly and monthly reports • Analyze campaigns and translate anecdotal or qualitative data into recommendations and plans for revising the social media campaigns. 	
Job Location	City	Zouk Mosbeh
	Country	Lebanon
Working Days	Monday through Friday (few hours during the weekend may be required for regional clients)	
Working Hours	8 hrs per day	

Additional Comments / Information	<p>Successful candidates must have</p> <ol style="list-style-type: none"> 1- A degree in the field requested or any related field 2- Excellent social skills 3- Creativity and enthusiasm 4- Good understanding of social networks 5- Responsibility, commitment and trustworthiness 6- Motivation and eagerness to grow and develop 7- Good organizational skills

Contact Us

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