

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-105-2021
Company Name	Emakina
Industry	Information Technology & Services
Vacancy	Community Manager
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Arts and Graphic Design
Degree	BA
Years of Experience	Minimum 5
Location	Lebanon, Beirut
Remuneration & Benefits	NSSF+Insurance
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Set, plan and implement social media and communication campaigns and strategies. •</li> <li>Provide engaging text, image and video content for all social media and professional accounts. •</li> <li>Respond to customers in a timely manner. •</li> <li>Monitor, track and report on feedback and online reviews Organize and manage events to boost brand awareness. •</li> <li>Coordinate with Marketing, PR and Communications teams. •</li> <li>Liaise with Development and Sales departments. •</li> <li>Build relationships with customers, industry professionals and journalists. •</li> <li>Stay up-to-date with digital technology trends.</li> </ul>