

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-164-2022
Company Name	SWOT CREATIVE HUB
Industry	Advertising
Vacancy	Account Manager
Number of vacancies for that position	2
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Marketing & Advertising, business or related
Degree	BS or MS
Years of Experience	Min 2-3 years of experience in a similar agency
Location	Kaslik (work is on site)
Remuneration & Benefits	NSSF and insurance
Currency (LBP, Dollar, Lollar)	Salary is 50% USD and 50% LBP
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Act as the point of contact for all clients for digital management matters.</li> <li>• Build strong, long-term client relationships and maintain frequent contact with existing clients.</li> <li>• Address client queries effectively and in a timely manner.</li> <li>• Setting and implementing social media and communication campaigns to align with marketing strategies.</li> <li>• Providing engaging text, captions, image and video content for social media accounts with support from Art director.</li> <li>• Responding to comments and customer queries in a timely manner.</li> <li>• Monitor and report on feedback and online reviews.</li> <li>• Organize, participate and boost brand awareness.</li> <li>• Build relationships with existing and potential customers.</li> <li>• Generate reports when needed</li> <li>• Sit in meetings with clients</li> </ul>