

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-285-2022
Company Name	Confidential
Industry	Media
Vacancy	Webmaster
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Marketing or Advertising and Marketing or related
Degree	Undergraduate or Fresh Graduate
Years of Experience	0-1 Year of experience
Location	Naccache
Application Deadline	
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	To be discussed
Tasks & Responsibilities	<p>Update the website, social media platforms pages and mobile application on daily basis.</p> <ul style="list-style-type: none"> - Gathers and transfer all forms of media into editing software and ensure each was updated in the correct format. - Operates computer editing systems and equipment used for video media and effects. - Ensures the correct formatting for finalized videos according to the required specifications. - Maintains and update the website and Video-on-Demand platform content. - Edits and positions images using Adobe Photoshop. - Supports the social media team with social media related tasks. - Coordinates with the editorial and broadcasting team to ensure data integrity.