

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-377-2021
Company Name	EMAKINA
Industry	INTERNET / MARKETING & ADVERTISING
Vacancy	Webmaster Content Manager
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Business – Marketing – Management
Degree	BA
Years of Experience	Junior to mid-career (2 to 4 years)
Location	Beirut – working remotely for Belgium Branch
Remuneration & Benefits	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Good time management skills • 2-3 years agency experience or in a similar role. • Familiar with placement and SEO best practices. Ie. Meta descriptions, page titles etc. • Excellent written and verbal communication skills. • Familiarity of popular content management systems ideally SFCC if possible. • Creativity and the ability to develop original content if needed. • Good team collaboration and listening • Fluent in English and Arabic • Basic knowledge of HTML will be an advantage Familiarize yourself with the organization's brand and website to create add, edit and create content that supports their objectives and desired identity. Cooperate with the development team to add web content and configurations • Maintain a content marketing calendar that schedules all aspects of the creation and delivery of content throughout the month • Handle the entire process of content management to make sure all content is properly targeted and displayed • Guarantee timely delivery of the content in accordance with timelines • Technical Know-How, especially with a custom Content Management Systems; • Ability to understand how a new, custom BackOffice system functionalities translate into a custom FrontEnd webapp; • Ability to translate business objectives of a campaign into content flow and BackOffice setup;

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Ability to test and proofread E2E a campaign content;

- Extremely computer literate, especially with how to write, interpret, and edit HTML scripts;
- Analytics Interpretation;
- Understanding of UI/UX Design;
- Excellent verbal communication skills with a good command of the English language;
- Experience with social media engagement strategies and best practices