

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-382-2022
Company Name	Quakevision
Industry	Digital Agency
Vacancy	Social Media Executive
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	
Major(s)	Marketing and advertising, communication studies, journalism, creative writing, or similar
Degree	
Years of Experience	2 years minimums
Location	Tayeh Tower, 4th floor, Adonis, Lebanon
Remuneration & Benefits	To be discussed over interview
Currency (LBP, Dollar, Lollar)	To be discussed over interview
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Creating written pieces that are sharp, memorable, and effective at prompting readers to take action</li> <li>• Collaborating with Videographers and Multimedia Designers to ensure that posts are engaging</li> <li>• Develop content calendars on a weekly and monthly basis for company brands</li> <li>• Optimizing content for publication across various social media sites</li> <li>• Scheduling copy for release at optimal times</li> <li>• Monitoring users' engagement with and feedback on every post</li> <li>• Analyzing and reporting on the effects of publications</li> <li>• Maintaining a secure database of all login credentials</li> <li>• Remaining abreast of changes to all pertinent social media applications</li> <li>• Exploring the potential value of social media sites that are not yet in our repertoire.</li> <li>• Creating paid social media campaigns for advertising.</li> </ul>