

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-484-2021
Company Name	Blue Grapes Marketing
Industry	Marketing & Consulting
Vacancy	Digital Marketing Officer
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full-Time or Part-Time
Major(s)	Advertising and Marketing / Business Management or similar Major
Degree	Bachelor's degree
Years of Experience	0-2
Location	North Metn
Remuneration & Benefits	TBD
Tasks & Responsibilities	<p><b><u>Tasks:</u></b></p> <ul style="list-style-type: none"> <li>• Social media management [Facebook, Instagram, LinkedIn, Twitter, Google my business, YouTube, Tik-Tok]</li> <li>• Content creation following a specific plan set by the digital marketing manager</li> <li>• Assisting the digital marketing manager in implementing the digital marketing plan</li> <li>• Following up with the clients on projects, tasks, and deliverables</li> </ul> <p><b><u>Personal and Skills requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Active in implementation. Does not waste time</li> <li>• Respects deadlines and procedures</li> <li>• Accurate and details oriented</li> <li>• Have an open mind to learn and evolve</li> <li>• Works in three languages: Arabic, French and English</li> <li>• Ability to use Microsoft office</li> <li>• Familiar with the latest communication technologies and social media platforms</li> </ul> <p><b><u>Work conditions:</u></b></p> <ul style="list-style-type: none"> <li>• The candidate will comply with Blue Grapes terms and conditions as for procedures and workflow.</li> </ul>

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Work is mainly at the office or remotely.

***Priority for fresh graduates or  
unemployed Lebanese.***

***CV is mandatory.***