

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-502-2022
Company Name	Wetpaint Creative Digital Solutions
Industry	Advertising and Digital Services
Vacancy	Social Media Specialist/Community Manager
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time
Major(s)	Communication/Business Administration/Marketing
Degree	
Years of Experience	2-3 Years
Location	Dekwaneh - Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Manage the day-to-day activities for clients on Facebook, Twitter, YouTube, and other social sites.</li> <li>• Publishing Create and maintain Content Calendars, including writing Status Updates</li> <li>• Track, monitor, and analyze performance of campaigns and social media activities</li> <li>• Review user generated comments and posts in a quick and timely manner</li> <li>• Respond to comments, when appropriate, in order to foster a positive community and add value to the user's experience.</li> <li>• Know-how of Social Media Strategies.</li> <li>• Escalate User Generated Content, where appropriate, to internal and client stakeholders.</li> <li>• Fluent in Arabic and English.</li> </ul>