

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-544-2022
Company Name	Librex Group Offshore s.a.l.
Industry	Manufacturing
Vacancy	Social Media Coordinator / Graphic Designer
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Graphic Design, Marketing, Business, New Media or Public Relations
Degree	BS
Years of Experience	0 to 2
Location	Lebanon
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Dollar & Lollar
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification</li> <li>• Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action</li> <li>• Set up and optimize company pages within each platform to increase the visibility of company's social content</li> <li>• Moderate all user-generated content in line with the moderation policy for each community</li> <li>• Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information</li> <li>• Collaborate with other departments (customer relations, sales etc) to manage reputation, identify key players and coordinate actions</li> </ul> <p>- 1 to 2 years of Proven working experience in social media marketing or as a Digital Media.</p>

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-Strong communication skills, both written and verbal, and able to break down complex technical problems into simple terms  
-Superior attention to detail in order to spot minute errors in code  
- Adequate knowledge of SEO, google AdWords, social media...  
- BS in Communications, Marketing, Business, New Media or Public Relations.