

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-569-2022
Company Name	Digital Revamp
Industry	Digital Marketing
Vacancy	Social Media Coordinator
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Hourly to full-time
Major(s)	Business Management, Digital Marketing, or relevant field
Degree	BA/BS
Years of Experience	At least 1 year
Location	N/A
Remuneration & Benefits	Confidential
Currency (LBP, Dollar, Lollar)	Confidential
Tasks & Responsibilities	<ul style="list-style-type: none"> • Monitor SEO and web traffic metrics. • Manage social media posts and publish them. • Develop creative and engaging social media strategies. • Manage the day-to-day handling of all social media channels such as LinkedIn, Facebook, Twitter, Pinterest, Instagram, Tiktok and YouTube, adapting content to suit different channels. • Oversee, plan and deliver content across different platforms using Asana as a scheduling tool. • Form key relationships with influencers across the social media platforms. • Monitor, track, analyze and report on performance on social media platforms using tools such as Google Analytics and Facebook insights. • Research and evaluate the latest trends and techniques in order to find new and better ways of measuring social media activity. • Analyze competitor activity. • Regularly coordinate with the Project Manager on deadlines and objectives.