

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-94-2021
Company Name	Librex Offshore s.a.l. ( <a href="http://www.Librex.com">www.Librex.com</a> )
Industry	Manufacturer and Distributor
Vacancy	Social Media Specialist
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	FT
Major	BS in Communications, Marketing, Business, New Media or Public Relations
Years of Experience	4 to 5
Education	Bachelor Degree or any equivalent
Location	Zalka
Remuneration & Benefits	
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> <li>-Open to collaboration and able to work productively as part of a team</li> <li>-Strong communication skills, both written and verbal, and able to break down complex technical problems into simple terms</li> <li>-Superior attention to detail in order to spot minute errors in code</li> </ul>