

## Social Media Manager

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Company: Soho Square Athens

Location: Kifisia

Category: business-and-financial-operations

A fast growing advertising agency seeks to employ a Social Media Manager to join its Digital Department. The candidate will contribute to the digital needs of a diversified client portfolio in a highly competitive environment.

Key Responsibilities:

Act as a collective touch point both for the client as well as within the company for Social Media projects of the respective client.

Understanding the needs of the projects in order to set the optimal scope of work and deliver the best result.

Held responsible for the deployment of Social Media content and subsequent derivative web projects (website & Newsletters), when needed.

Contribute to creative brainstorming for digital amplification projects from a technical feasibility standpoint and by communicating new formats and trends.

Organize and communicate with the creative teams to produce all necessary assets in a timely manner.

Write inspiring and comprehensive creative briefs.

Be up to date with new trends and formats in the digital world, especially on TikTok and on Instagram.

Collaborate with external partners (ie media shops, PR agencies, development agencies)

Clean and organize file structure, to help productivity and team members continue the work

Estimate delivery timeline and work on specific deadlines

## **Requirements**

2+ years prior experience in similar job position in Advertising Agency or Client side

Good understanding of the Digital Marketing universe, as well as communication skills to secure an exceptional offering to each client

Good knowledge of (or will develop) Facebook Creator Studio, Facebook Ads Manager, Instagram trends, TikTok trends

Excellent project management skills and work ethics are mandatory

Prior experience in handling website development projects through the scope of project management

Methodical and proactive attitude throughout the lifetime of a project

Basic content editing knowledge (Canvas, or Photoshop) will be appreciated

Teamwork spirit

Strong communication skills

Self-motivated and eager to learn

Fluency in English

## **Benefits**

Great work environment

Option to work in a hybrid mode

Specific periods of paid leave for scheduling your vacations

Group health/medical insurance package

Company mobile device and subscription

Shuttle bus transportation

E-Learning Platforms such as LinkedIn Learning for technical training and personal development

Access to the best global knowledge resources

Career development and growth opportunities

Employee Assistance Program (EAP)

The advertising agency is committed to Equal Employment Opportunity with regard to race, color, national origin, ethnicity, gender, disability, sexual orientation, gender identity, or religion.

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