

## **Social Media Manager**

### **Description**

We are looking for a talented Social media manager to administer our social media accounts. You will be responsible for creating original text and video content, managing posts and responding to followers. You will manage our company image in a cohesive way to achieve our marketing goals.

As a Social media manager, we expect you to be up-to-date with the latest digital technologies and social media trends. You should have excellent communication skills and be able to express our company's views creatively.

Ultimately, you should be able to handle our social media presence ensuring high levels of web traffic and patient engagement.

### **Responsibilities**

- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news)
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews
- Oversee social media accounts' design (e.g. Facebook timeline cover, profile pictures and blog layout)
- Suggest and implement new features to develop brand awareness, like promotions and competitions
- Stay up-to-date with current technologies and trends in social media, design tools and applications

### **Requirements**

- Dependable
- Proficiency in MS Office and/or Google Docs, and/or Android/Apple applications.
- Attention to detail and problem solving skills.
- Promptness to responding to phone, text, and email inquiries.
- Familiarity with social media such as Instagram and Facebook.
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- A creative mind with an ability to offer feedback
- Minimum 2.5 Grade point average
- Proven work experience as a Social media manager
- Hands on experience in content management
- Excellent copywriting skills
- Ability to deliver creative content (text, image and video)

Interested inquires for this position should be emailed to [hope4youllc@gmail.com](mailto:hope4youllc@gmail.com) along with your resume. A cover letter is not necessary.

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