

## Social Media Administrator

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### Media Venue

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### Contact Details

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### Company Description

Successful and leading National Media and Digital Advertising Agency with a diversified roster of national brand accounts as well as regional and local accounts in many categories; real estate, home improvement, tourism, the arts, healthcare, water filtration, foods, mobility and consumer retail. We have a strong history and reputation in advertising and marketing; media buying, media planning, research, media strategy, account service and execution of brand awareness campaigns as well as an in-depth knowledge of digital marketing including all aspects of social marketing.

### Job Summary

(SOCIAL MEDIA ADMINISTRATOR – FULL TIME) We are looking for a talented Social Media Guru to administer and help manage our Social Media accounts. You will be responsible for designing and implementing Social Media campaigns at all levels, creating original content and text, managing and responding to posts, and overall management of a client's Social Media channels on a day to day basis. The candidate must be up to date with the latest digital technologies and Social Media trends.

The ideal candidate must have the ability to research, design, prepare and assist in implementing detailed Social Media plans to our clients and have ability to extract insights from campaign data and clearly communicate them to our agency team. The ideal candidate will possess an aptitude for strategic thinking and dealing with numbers and have a strong work ethic, communicate with a variety of related industry vendors and work within our agency and our media team managing the day-to-day account requirements. The appropriate candidate should also possess excellent verbal, written and analytical skills, be detail oriented and work in a fast-paced environment.

Strong organization and time management skills are a must and candidate should be proficient in Excel, Word, and Power Point. Basic understanding of advertising principles and related channels welcomed but not required. Have strong familiarity with digital campaign analysis (display, mobile, social media, search and/or email helpful). Preferred candidate should have a strong interest or experience in advertising or related to advertising or marketing and / or related field and be a people person with an enthusiastic drive to succeed.

### Application Procedure

Please email PDF of cover letter & resume, along with references and available to start, references to email address above. Please include "**SOCIAL MEDIA ADMINISTRATOR**" in the subject line. Individuals meeting job criteria will be contacted for interview.