

Content Creator and Community Executive

Job description

The Company and Clients

Oh So Social is a digital media and marketing company. With a growing list of high quality, niche clients from a range of fascinating industry sectors, the company is growing rapidly with client acquisitions and needs an extra pair of hands to support with social media marketing and account management. Our company works with a range of clients from weddings suppliers, restaurants, breweries, authors, luxury holiday cottages to artists.

The Team

We are a small but growing (and busy) team, our client list is constantly expanding so we are looking for a new member of the Oh So family. This will be a really hands on role and you will be expected to hit the ground running to help support us through an exciting growth phase in our business.

What the role will involve

This is an entry level role, which meets national minimum wage. Managing both in-house and client-based social media and marketing campaigns, you will be assigned your own client list directly reporting to an Account Manager.

Typical duties will involve:

- Content creation for social media marketing campaigns
- Idea generation
- Ensuring engagement and account growth
- Social media scheduling using a range of tools
- Depending on client portfolio there may be an elements of content writing for different medias including email marketing, blogging, PR and websites.
- Design work.

- Running reports for clients about the performance of their social media campaigns.

No two days are going to be the same, so your can-do attitude and ability to multi-task will be key to your success.

This is a great opportunity for someone with a creative flair and copywriting skill to learn more about social media, however we would love to hear from an experienced marketer as well.

Personal Qualities

- Hardworking and reliable
- Confident communication and interpersonal skills
- Professional manner for client liaison
- Strong team player
- Ability to work independently and with a high level of initiative
- Creative flair – good eye for design, a great ideas person and willing to share!

Required skills and experience

- The ability to write great copy - everything from snappy sentences to longer pieces
- Social media savvy across Facebook, Twitter, Instagram, Snapchat, Pinterest, etc.
- Experience in writing blogs, PR and email campaigns
- Brilliant literacy and numeracy skills
- Good with a MAC and/or PC
- Love of social media!

Desirable skills and experience

The below would be a bonus but are not essential:

- Experience managing social media campaigns
- Experience using social media scheduling tools
- Ad Management Experience

- Basic design skills

- An eye for photography – in particular good quality Instagram and social media images

Wage

Meets national minimum wage

Working hours and location

All our positions allow for genuine flexible working, however the office team are currently working Monday – Thursday in the office with Friday working from home. The core hours are 8:30am – 4:30pm, however most of the team members flex these slightly.

Office: Waterside House, Falmouth Road, Penryn, Cornwall, TR10 8BE.

Hours: Part time and full time hours available, additional hours will be required during live events and special projects.

How to Apply

To apply for this role, **please email your CV and Cover Letter to Catherine.** We have full & Part time positions available so please state which role you prefer on the application.

Applications will be reviewed as they come in otherwise, closing date 25th May 2022.

Job Types: Full-time, Part-time, Permanent

Salary: £6.83-£9.50 per hour

COVID-19 considerations:

N/A