

## **Social Media Manager**

Oh So Social is looking for a Social Media Manager to join our team. A dedicated Social Media Agency, we are looking for someone with creative talent to support both paid and organic social media campaigns.

Working closely with the wider team and reporting to the Head of Paid and Head of Organic to help elevate client content and to ensure that our clients' campaigns run smoothly. This role will be a lead point of contact for some clients, helping to bring ideas into reality, so excellent customer service skills are crucial for success in this role.

We need a range of creative skills, including the ability to design assets using tools such as Canva and Adobe Express. An eye for photography would be a bonus but not essential.

You need a blend of creative ideas and analytic insight, as you will be responsible for creating content, client account management, managing workflow, Influencer management, ads management, campaign planning, reporting, and creating associated assets such as landing pages.

With excellent attention to detail, you will have a flair for storytelling and be able to match brand and tone of voice easily for each client. You will have the confidence to create ideas to help reach a range of goals and support the entire customer journey from acquisition to conversion.

You must be able to manage your own workload and be able to communicate with the wider team to report on progress and feedback.

We can offer full training so you will either have some marketing experience or a desire to learn.

For the right person this role can grow in responsibility reflecting where your strengths lie.

### **The Team**

At Oh So Social we have two rules; best idea wins and no a\*\* holes, this gives you a very good idea of what it's like to work with us. We are a team of supportive and caring humans with a great sense of humour, and a vibrant, dynamic fun company to work for. We are a small and busy team so this will be a real 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.

Working closely with the office team your duties will include:

**Key responsibilities & accountabilities:**

- Creating content
- Community management
- Photography
- Reels, TikTok & multi-platform ad creation
- Influencer management
- Reporting
- Asset creation
- Client account management

**Key skills:**

- Excellent verbal and written communication skills
- A flair for copy writing
- Fantastic customer service skills
- A keen eye with great attention to detail
- The ability to work independently and with a high level of initiative
- Hard working, reliable and self-motivated
- Understanding of brand
- A strong team player
- The ability to start and carry on a conversation

**An added bonus would be:**

- Social media experience
- Paid social experience
- Design experience with tools such as Canva
- Adobe experience
- Photography skills
- An understanding of marketing

**We are:**

- A vibrant dynamic fun team
- Offering flexible working
- A team of supportive and caring humans with a great sense of humour
- We're pretty good at social media and work internationally, our clients range from well-known brands to the NHS and everything in-between
- Offering a range of training and development opportunities
- We are a Net Zero agency

**Working hours:**

This is a full-time role with the potential of a part-time job share for the right candidates.

We offer fully flexible working, however, due to the nature of this role, we need someone to be in the Penryn office at least 4 days a week during core hours to suit your lifestyle.

For example, some team members work in the office from 10am - 4pm, then finish their remaining contracted hours at home.

Please note all members of the team are expected to be part of the Out of Hours Community Management rota, which means there is the potential for evening and weekend work, approximately 15 mins on your turn.

**Salary & Benefits**

- Salary:           Entry level with no previous experience – meets National Minimum Wage  
                          Experienced applicants from £23k - £25k
- Flexible working
- Free eye tests
- Regular tasty treats
- Tea, coffee, hot chocolate etc – we even provide the milk in glass bottles
- Regular team outings that normally involve food & beer
- Staff Rewards package
- Excellent bonus scheme
- We work a 35-hour full-time week
- Hybrid working

**Closing date:** midnight Wednesday 23<sup>rd</sup> October 2024

**Interview date:** Thursday 31<sup>st</sup> October/ Friday 1st November 2024.

To apply please send a CV, cover letter and example of your creative work to Katherine on [katherine@ohsosocialmarketing.co.uk](mailto:katherine@ohsosocialmarketing.co.uk)