

## Social Media Intern

**Visionary Institute** is pleased to announce an opening for the position of **Social Media Intern**.

- \*\* Do you LOVE social media?
- \*\* Do you want to build a future in Social Media?
- \*\* Do you speak and write English at a great level?

If so, this is the ideal role for you.

About us:

We are a fast growing digital company operating in Georgia. We work with leaders around the world on a daily basis to enhance their performance and improve their customer relationship skills.

Responsibilities:

- \*\* Respond in English to comments and messages from our clients using different social media channels
- \*\* Post on social media
- \*\* Be willing to help other colleagues which may involve performing activities not listed in your responsibilities

Requirements:

- \*\* Must write and speak English at a minimum of B2 Level
- \*\* Must be enthusiastic about your job and social media
- \*\* Taking initiative is a key. We are looking for people who can take ownership of tasks, improve the processes and WOW us with the results
- \*\* You have to be open to saying YES and finding a way to get things done
- \*\* Punctuality is a must

The culture of our company gives us the opportunity to be flexible. Therefore, career advancement is highly likely with us. We always consider the capabilities of each employee and give them the opportunity to prove their capability in higher positions;

Working Hours: There are full-time and part-time positions available, exact hours will be discussed on an individual basis.

Location: Vera, Tbilisi, Georgia

To Apply: Send us an Email on [ela@simitchell.com](mailto:ela@simitchell.com) with your CV/Resume in English and a certificate that will prove your English language skills (if you have one).