Social Media Manager

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

** 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 English speaking 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:

** Manage Social Media Team
** Manage Social Media Channels (Facebook, Instagram, Linkedin, Youtube)
** Review communication with clients using different social media channels
** Post on social media
** Plan company`s Social Media Strategy in order to increase engagement
** Work with creative group
** Provide feedback to Social Media Team
** Be willing to help other colleagues which may involve performing activities not listed in your responsibilities

Requirements:

** Must write and speak English at B2 Level
** Excellent knowledge of Facebook, Instagram, Linkedin and other Social Media
** Great leadership and time-management skills
** Team player
** 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.

Payment: This job is paid; the salary will be negotiated during the interview depending on your skills.

Working Hours: Full-time position.
Location: Vera, Tbilisi, Georgia

To Apply: Email your CV/Resume in English (or it will not be considered) to ela@simitchell.com with a certificate (if you have one) of your English skills. Put your job application in the Subject section before sending the Email.