



We are **GROWING** and we are **HIRING!** Social Media and Marketing Specialist



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About Us

"Easy Conferences" is involved in the organization of conferences in Cyprus and abroad. As a result of the expansion of our business and operations, we are looking for an enthusiastic individual that can join our dynamic team, in the following position: **Social Media and Marketing Specialist**



PROFILE

The **Social Media and Marketing Specialist** will administer the company's social media marketing and advertising campaigns.



KEY RESPONSIBILITIES

- Building and executing social media strategies through competitive research.
- Setting up and optimizing company pages within each platform to increase the visibility of company's social content.
- Generate, edit, publish and share daily content (text, images, video or HTML).
- Continuously improve the marketing plan by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information.
- Moderate all user-generated content and messages appropriately, based on company and client policies.
- Create and implement a social media marketing plan and editorial calendar.
- Collabore with other departments to manage the company's reputation, coordinate promotions, and increase reach.



LANGUAGES

Excellent interpersonal and communicational skills, both written and verbal, in Greek and English.

Greek ●●●●● English ●●●●●



REQUIRED QUALIFICATIONS & SKILLS

- University degree in marketing, communication or relevant field.
- Strong familiarity with the business applications of social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.)
- Excellent consulting, writing, editing (photo/video/text), presentation and communication skills.
- Adequate knowledge of web design and Search Engine Optimization (SEO)
- Understanding of social media metrics; able to interpret the results and take action to increase effectiveness of social media campaigns.
- Positive attitude, detail and customer oriented with good multitasking and organisational ability.
- Excellent interpersonal and communicational skills, both written and verbal, in Greek and English.
- Previous experience will be considered an advantage.



HOW TO APPLY

Applicants should send their CV by email to:

vacancies@easyconferences.eu

until 05/03/2018

All applications will be handled in strict confidentiality. In case that you require more information, you may call +357-22-591900.

Please indicate the following job code in the subject line of your email application - SMM.