



<https://neemopani.com/careers/social-media-manager/>

Social Media Manager

Description

Neemopani is an Internet media Startup that specializes in creating Viral Video and text content.

We are looking for talented, bright and enthusiastic people to join the team that will be along for the ride as we continue to develop Neemopani & NeemoAgency.

If you are game for a challenge and believe in this mission, we'd love to have you onboard.

Responsibilities

- Manage content distribution across all platforms, including Facebook, YouTube, Instagram, and other social media platforms
- Assist in planning and creating short video contents (eg. Youtube Shorts, Reels, Tiktok)
- Ability to adapt existing content to make fit-for-purpose on social media platforms
- Able to handle all aspects of pre-production and post-production work
- Able to prioritize and manage multiple project deadlines simultaneously
- Adhere to strict deadlines and able to work under pressure
- Analyse and report on the performance of contents on different platform weekly
- Maintain a content calendar that schedules all aspects of content delivery
- Seek solutions for issues that arise during projects and propose improvements to process
- Maintain communication and interactions among internal team members and external resources to resolve issues and queries
- Stay up-to-date with social media trends and potential new channels and strategies to keep us ahead
- Self-sufficient and reliable, with ability and willingness to learn new tools

Qualifications

- Must be familiar with/understand all social media platforms and how they work or function
- High attention to detail in a fast-paced environment
- Good problem-solving skills
- Good communication skills
- Arabic speaking is a plus
- Able to work independently and collaboratively
- A strong sense of story-telling is a plus
- Adhere to deadlines
- We are looking for hard-working individuals with good work ethics!

Hiring organization

Neemopani

Employment Type

Full-time

Job Location

Building 146, Neemopani HQ, Civic Center, Bahria Town, Phase 4, Rawalpindi, Pakistan

Base Salary

PKR 30000 - PKR 40000

Date posted

October 28, 2022