

MAGIQ DOORZ

Is seeking an experienced **Social Media Moderator** to join our Social Media marketing team. Her/his main responsibility will be to manage our client's social presence across multiple channels (Facebook, Instagram, Twitter, YouTube). S/he will be responsible for drafting innovative and engaging social media stories that connect customers with our clients' brands, offerings, and products, together with the rest of the team.

About the Job

- Daily moderation of the above social networks. (Post publishing, drafting and moderation of comments, identify and report offensive content.
- Work cross-functionally with the digital team and client service to ensure maximum customer experience.
- Compile weekly, monthly and quarterly reports for engagement and Social KPIs.
- Develop and execute content ideas.
- Manage 4-week content calendars that forecast relevant events, social moments and product launches.
- Manage the social influencer program for clients' brands; target new and existing Influencers; maintain current relations with influencer pool.
- Analyze competitors on a monthly basis.
- Partner across many teams and levels within the organization.
- Work as a liaison with clients and agency partners.

About you

- Experience in social media management.
- Strong verbal and written communication skills both in Greek and English.
- Understanding major KPI's and what influences each of them.
- Ability to make decisions quickly and execute ideas against high-pressure deadlines working in a dynamic, fast-paced environment.
- Strong attention to detail and organization.
- A demonstrated passion for social media marketing.
- Experience with social media advertisement strategies and audience targeting is a plus.
- Experience with social media management platforms (Agorapulse, HootSuite, Sprout Social is a plus)

Please send your CV to: efidopoulou@mrdoorz.com