

Social media management

Company introduction:

We have 2 companies working on Aluminium & glass related services some of services written below:

- Aluminium Windows & doors
- Aluminium pergola
- Office glass partition
- Garden glass rooms
- Shower glass & pool fence

What work a social media manager need to handle?

All social media channels need to update to get clients for 2 companies.

- Facebook
- Instagram
- Pinterest
- Twitter
- LinkedIn
- Tik tok

Any other platform as per need.

What work expect from you?

- Need Good knowledge of video editing. (**Which software you use for videos editing need to specify**)
- Need good knowledge of graphic designing Canva or any other to edit picture
- Good Knowledge of Microsoft word.

Salary expectation & working hours?

- ✓ It is work from home full time job you should have own laptop & internet connection available all the time.
- ✓ Working hours flexible 8 hours a day & 6 days in a week with Sunday off.
- ✓ Need to update work on daily basis in WhatsApp group of company.
- ✓ Apart from social media work need to do Microsoft word work can be discuss in detail in meeting before awarding this job.
- ✓ According to above all works you need to specify your salary expectation with availability of immediate joining.
- ✓ Any related job or questions can be discuss in detail if we agree with you to do work.