

Strictly Staffing

YOUR STAFFING SOLUTIONS PARTNER

Executive Assistant and Web Content / Social Media Manager

Our Client in the Fall River, NS area is looking for a dynamic, self-motivated individual with experience and skills in social media, office administration, and web development and management. This is a great opportunity to grow in your career and network with many great contacts. This is position will begin part-time and have the potential to move to a full-time role. Are you ready to take charge in this next great career opportunity?

If you have...

- ✓ Post-secondary training, or an acceptable combination of education and progressively responsible experience in **business administration, public relations, or communication**
- ✓ **Three years of direct work experience** in an executive assistant capacity demonstrated by the ability to take the lead on initiatives;
- ✓ **Knowledge of Wordpress**
- ✓ **Strong social media skills with Blogging, Twitter, Linked In, Facebook, etc.**
- ✓ Experience with social media applications including leveraging, understanding implications of representational risk management, and relationship development;
- ✓ Powerful writing skills
- ✓ Advanced Excel skills
- ✓ Meticulous records maintenance skills and time management skills.
- ✓ The ability to work independently
- ✓ **Your own vehicle**

And Experience In...

Office Administration / Marketing

- Coordinating office activities
- Typing reports, letters, draft agreements & taking draft and confidential notes
- Prioritizing, multi-tasking, and effectively managing time to meet deadlines
- Administering and managing inbound/outbound mail, including priority post, courier, etc.
- Organizing and coordinating marketing promotions, events, and travel arrangements
- Personal errands if required (drop of vehicles, dry cleaning, coffee, etc.)

Social Media/Web Content Management

- Creating, developing and managing overall content for organization's web presence
- Drafting / editing articles for social media and web
- Developing and promoting branding initiatives & advertisements
- Managing a blogging team
- Analyzing online brand management trends and impact of web content initiatives.
- Participating in an SEO committee for a newly-launched company's web presence
- Maintaining platforms (Facebook, Twitter, Wordpress, Google plus, Linked in)

Then we want to hear from you! Apply today and send us your [resume!](#)
kaylarafuse@strictlystaffing.ca or jenniferadams@strictlystaffing.ca