

Job Description for Social Media Optimization Executive

We are an e-commerce Company which deals in Education Toys and Mobile Phone Accessories is looking for a **Social Media Optimization Executive** who can manage both the websites.

Website details

<https://www.switchedonkids.com.au/>

<https://www.ilovemyphone.com.au/>

Skills required.

- Video Submission
 - Audio Sharing
 - Content Sharing
 - Image Sharing
 - Discussion via Social Channels (Like SEMRUSHCHAT on weekly basis)
 - Build relationship and encourage more engagement
 - Optimize your social account- improve technical aspects
 - Keep in mind : use proper hash tag while adding content
 - Add Content on a Regular Basis
 - Experiment with Optimal Posting Times
 - Must E-commerce Platform Knowledge.
 - - Handle the day-to-day volumes of the assigned tasks and ensuring that the quality standards are met;
 - - Inform the manager regarding possible quality issues; analyze the situation and recommend corrective actions;
 - Participate in process related meetings/calls.
 - Hands on experience in Graphic designing
 - **Mandatory** : Should have good verbal & written communication
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- Experience – Between 1- 2 years
 - Current Location – Work from home
 - Immediate Joining.