

WE ARE HIRING!

2 x Social Media Manager, Exeter



Job title: Social Media Manager

Contract type: Part-time [25 hours per week]

Location: Exeter, working from our office at the Exeter Business Hub. There will also be a requirement to travel to our Taunton office when required.

Salary: £1360 per month

Start Date: 10th January [we can be flexible for the right candidate]



Exeter Office Address:

Exeter Business Hub
Queensgate House
48 Queen Street
Exeter
EX4 3SR



Who is Introtweet LTD?

Introtweet was established in 2013 & the company has since achieved a brilliant reputation in their local area, across the UK & internationally – winning a number of awards in the process. The Introtweet team help businesses maximise the potential of Social Media via management, training & workshops. Their clients include industry leaders such as Burgess Yachts, South West Water, Heidelberg & the England & Wales Cricket Board.

Due to client success, increasing workload & exciting growth plans the Introtweet team have recently launched an Exeter office [August 2021] to work alongside their current HQ in Taunton. This office has been a fantastic success so far & the business has continued to grow which has created these exciting job opportunities for the right candidate.



The Introtweet way explained...

Innovative, Energetic, Enthusiastic, Friendly, Supportive, Outgoing, Dedicated, Hardworking, Caring.

This isn't simply recruitment for a "Social Media expert"; it's recruitment for a new member of the team who will be a part of Introtweet's exciting & ambitious growth plans. To the Introtweet team your Social Media ability is of far less importance compared to your skills & attitude. We need a driven, determined & enthusiastic individual who will be a huge asset to the team. Social Media skills can be trained – your energy & attitude can't be.



The successful candidates will be...

The successful candidates will be eager to make Introtweet's Exeter office a continued success. They will be eager to learn new skills & the “Introtweet way” for the successful delivery of our Social Media management service with a strong love of Social Media. This will include the creation of exciting content ideas & campaigns for our new & existing clients.



What you can look forward to:

- Become part of a thriving, growing & successful team.
- Full Social Media training provided – learn the “Introtweet way” to deliver our Social Media Management service
- Exciting opportunities & varied working days
- 140 hours holiday including public holidays
- Working for a business that cares about our community - please see our "The Introtweet Way" pledge.
- Your birthday off
- Christmas period off
- Excellent opportunity for personal development & training
- Opportunities for further development as our team grows
- Company pension
- All necessary equipment provided

Your responsibilities:

- Client Social Media Management including content creation, customer engagement & monitoring.
- Paid Social Media Advertising
- Delivering detailed success reports
- Provide training aftercare via our School of Social Media service
- Occasionally attending networking events representing Introtweet. This may require flexible working hours – i.e Early mornings or evenings.
- Admin & face-face meeting responsibilities in relation to your clients Social Media Management service.
- Actively be part of team meetings regarding target setting, discussing new ideas & the overall growth of the business.



What skills you will have:

Essential:

- A love of Social Media & marketing
- Some professional Social Media Management experience
- Excellent verbal & communication skills
- Excellent computer skills
- Comfortable with and can quickly learn new technology and software
- A Level education or higher
- Consistent attention to detail and quality
- An organised approach to work whilst remaining flexible to meet the needs of the business & clients.
- Driven & enthusiastic to succeed
- Ability to display initiative & think outside the box
- Must be a team player but able to work independently
- Ability to build rapport with a variety of clients & the local business community
- Full driving license & ability to travel when required

Desirable:

- Degree level education
- High level of Social Media Management skills
- Paid Social Media advertising experience
- Graphic Design experience
- Familiarity with certain applications – such as TweetDeck, Canva, Creator Studio.

**ARE YOU A DRIVEN INDIVIDUAL WHO
LOVES SOCIAL MEDIA? WE WOULD
LOVE TO HEAR FROM YOU.**

**YOU WILL ALSO BE REQUIRED TO LEAVE
DETAILS FOR REFERENCES – 1. A FORMER
EMPLOYER, 2. A CHARACTER REFERENCE.
WE WILL NOT CONTACT REFERENCES
BEFORE SEEKING YOUR PERMISSION TO
DO SO.**

If you have any questions about the
application or the application process
please email Laura & Pete at
hello@introtweet.com.

KEY DATES:

JOB ADVERT LIVE – 8TH NOVEMBER

**JOB ADVERT DEADLINE – SUNDAY 21ST
NOVEMBER**

**CANDIDATES NOTIFIED OF INTERVIEW -
24TH NOVEMBER**

**INTERVIEW DAY – FRIDAY 3RD [THIS
WILL BE AT THE EXETER BUSINESS HUB]**

**ALL CANDIDATES INFORMED OF OUR
DECISION: MONDAY 6TH DECEMBER**

**PROPOSED START DATE – 10TH JANUARY
[WE CAN BE FLEXIBLE FOR THE PERFECT
CANDIDATE]**

**HEAD OVER TO
OUR WEBSITE TO
APPLY NOW!**

