

Community Manager Assistant

Company

Our client is an independent digital communication agency. Digital partner of both western SMEs and large companies, they add value to their client's digital strategy in China by tailoring custom tech so-lutions and enhancing engagement within Chinese social media.

Responsibilities

- Participate to the elaboration of client's editorial calendar
- Produce consistent and creative content
- Listen and create conversations on Social Media
- Moderate social communities
- Monitor social media performance
- Foresee innovative ideas that grow communities on Social Media
- Identify reliable and trendy influencers
- Monitor and report the last trends (hot topics)

Requirements

- Bachelor's degree or advanced degree
- Chinese native speaker
- Fluent in English or French
- Excellent writing skills
- Creative, dynamic and autonomous
- Problem solving via innovation & creativity
- Strong organizational skills with attention to detail
- Positive attitude and willing to learn
- Knowledge Xiumi, Photoshop and illustrator

Please send your resumes to : zhao.lys@ccifc.org