

## **Job Description: Social Media Manager Assistant – Marketing (Engagement Team)**

**Location:** Malta

**Salary:** 50 euros per Month (+ incentives)

### Company description:

ML Components GmbH is an international distributor of electronic components, based in Mainz, Germany. BD Electronics Ltd. is the subsidiary, based in Malta. We distribute obsolete technology products globally to manufacturers of various industries: medical, aerospace, military, computer, telecommunications and transportation. We are a rapidly growing company with an energetic and international workforce who operates in a positive, competitive environment.

### Responsibilities:

The social media manager is the face of a company, managing communications in both directions.

- Managing, creating and editing content for multiple Social Media accounts and posting according to the schedule.
- Increasing the followers on the different social media thanks to specific tools
- Managing the digital marketing strategy and assisting with Digital Marketing campaigns.
- Designing and developing line cards, flyers and Posters.
- Carrying out research projects on the industry and our competitors.
- Working closely with HR.

### Education and Experience:

- Studies in communication and/or journalism. Business or marketing-related degree or equivalent professional qualification
- Microsoft office proficiency, Photoshop
- C1 English level mandatory
- Backgrounds/study field: communication or journalism, also acceptable marketing or business (but we have a lot of those, so try to focus on diversity)
- Knowledge in software
- Strong communication skills
- Good judgment, adaptability
- Organizational and analytical skills