

WE'RE HIRING

CONTENT & DESIGN FREELANCER

A role in charge of assisting marketing initiatives within the organisation. Duties include tracking analytics for social media campaigns, scheduling and writing captions for social media posts. Although the main focus is on social media, the role is not limited to it.



RESPONSIBILITIES

- Conceptualise and create digital content
- Plan, produce and manage the content calendar
- Ideate and execute creative content
- Develop and execute a strong brand strategy and consistent image
- Ensure timely posting
- Participate in brainstorming, development and execution of branding
- Produce uniform content and tone of voice

REQUIREMENTS

- Excellent linguistics, communication skills
 - Attention to detail
- Keep relevant to produce fresh content
 - Familiar with IG, FB, LinkedIn
 - Takes initiative, self-motivated
- Software skills: Illustrator, Photoshop, Canva
 - Commitment period min. 3 months

Any enquires, reach out to laveniradvisory@rep.greateasternfa.sg