



**Job Title:** Social Media Assistant

**Location:** London, UK

**Job summary:**

My Nametags ([www.mynametags.com](http://www.mynametags.com)) is an award-winning company with a sizeable market share for name tags in the UK, Ireland, Italy, France and Belgium. We sell labels to 131 countries across the world. With a number of exciting projects planned for the future, we are expanding our marketing team.

We are looking to recruit a creative and ambitious Social Media Assistant to assist with all marketing activities in the future to help My Nametags' continued growth. Working from home, the chosen candidate will be reporting to the Marketing Executive and the Managing Director, ensuring the smooth management of social media and blogger outreach.

It is a great part-time role for a student or graduate with relevant experience to develop their skills in all aspects of marketing within an expanding SME.

**Key responsibilities:**

- Management of social media outlet (Facebook, Instagram, Google Plus, Twitter etc.).
- Assist with customer service enquiries where applicable on social channels.
- Creating engaging content for use across social media outlets.
- Maintain a good level of blogger outreach and associated admin.
- Coordinate with in-house translation team.
- Assist with our Affiliate Marketing programmes.

**Person specification and qualifications:**

**Essential**

- A proven interest in and understanding of social media.
- Be a creative thinker.
- Good degree (2:1) in a relevant subject, or working towards this.
- A proactive approach to work.
- strong organisational and time management skills – this is a remote position so this is essential.
- Working knowledge of Microsoft Word, Excel and Google Drive.
- Willing to expand skill set.
- Have a good attention to detail.
- Strong written and verbal communication skills - an excellent command of the English the language.
- Good written and spoken English language skills – essential for communicating with our London office.
- Willing to travel to London periodically and open to carry out full time work in London during the summer months.

**Desirable**

- Knowledge of Adobe Suite (Photoshop, Illustrator, etc)
- Additional language skills (not essential)

To apply please send a CV and cover letter to [marketing@mynametags.com](mailto:marketing@mynametags.com)