Social Media Digital Projects Administrator

Remuneration:	R14000 - R16000 per month basic salary
Location:	Pretoria, Moreleta Park
Remote work:	Some remote work allowed
Job level:	Mid
Type:	Permanent
Reference:	#Druff045
Company:	[Druff Interactive](#)

This company is a dynamic and fast-paced digital agency based in Pretoria East. We specialise in website design and development but our extensive portfolio includes graphic design, social media management and Google AdWords.

Our company is looking for a dynamic and self-motivated individual to join the team in the role of digital projects administrator.

The successful individual will need to have brilliant organisation and time management skills. Excellent English verbal and written communication skills. A creative eye with the ability judge creative work. High level of attention to detail and most importantly the willingness to learn. Social media management experience is a prerequisite.

Duties:

- Management of hosting system
- Client communication
- General office admin
- Database management
- Website and system testing
- Assist project manager
- Google Adwords and social media updates

Skills:

- Self-motivated
- Proactive
- Extremely organised
- Passionate about customer relations
- Excellent English skills

Successful candidate will be trained in all aspects of the position but initiative is the most important skill.

This is a mostly remote position so you will need a laptop and access to internet and back up power.

The successful candidate will need to be on-site in Pretoria East for a week of training and occasional work but 99% of the time it will be remote work.

Posted on 28 Mar 09:32, Closing date 27 May

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Heidi Newman
jobs@druff.co.za

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See also: Administrator, Admin Clerk, Sales Administrator, Office Administrator