



## **Social Media / Internet Marketing Assistant**

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On Target Web Solutions, Inc., an Orlando based web design, seo and Internet marketing firm is seeking an entry level social media and Internet marketing assistant to join our growing team of marketing professionals.

### **Responsibilities:**

- Create comprehensive social media strategies for our diverse client base and execute.
- Experiment with new and alternative ways to leverage social media activities.
- Monitor trends in social media tools, trends and applications and apply to our clients.
- Measure the impact of social media campaigns and report to Internet Marketing Manager.
- Contact clients VIA phone and discuss needs / plans / special events
- Meet weekly with team and brainstorm creative campaigns
- Create relevant content for our clients daily

### **Qualified candidates will possess the following skills / traits.**

- Excellent STRONG writing skills and an eagerness to use them.
- Ability to perform within a team environment.
- Resourcefulness and strong research skills.
- Creative
- Ability to synthesize large amounts of data into actionable information
- Sense of humour.
- Flexibility
- Eagerness to grow and learn
- Eagerness to help our clients grow and succeed online.
- Self Starter

### **Computer Skills:**

- PC / Mac Skills
- Experience with blogging software (Wordpress)
- Experience with Twitter, Hootsuite, Facebook, LinkedIn.
- General knowledge of SEO and Web Sites
- General knowledge of Adobe Web Suite
- Proficient in MS Word, Excel, Outlook

### **Education:**

AA Degree or BA.

### **To Apply:**

Please send a resume with a cover letter to jobs @ ontargetwebsolutions.com.