

## **Social Media & Marketing Coordinator/Receptionist**

Adventure Motors is looking for a full-time person to work as a social media/marketing coordinator and receptionist. The ideal candidate for this position will be curious, creative, outgoing and always trying to think steps ahead of the market.

### **Job Description:**

- Manage and optimize social media profile, including LinkedIn, Twitter, Facebook, Pinterest, Instagram, Youtube, and additional channels that may be relevant.
- Create shareable social content appropriate for each network to increase brand exposure. This includes writing channel-specific copy for posts and creating engaging imagery where required.
- Implement various social media solutions to create an online presence and brand awareness, to our customers, and ultimately improve sales
- Work with 3rd party suppliers (i.e. OEM, AutoTrader) and partners to create material
- Answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel and departments.
- Greet customers professionally, determining the nature and purpose of visit and direct them to the correct department or page the employee as required

### **Preferred Skills:**

- Expertise in communicating through and creating content for Social Media; Facebook, LinkedIn, Twitter, Blogs, etc. and Social Media analytics
- Active and well-rounded personal presence in social media, with a command of each network and their best practices.
- Experience with CRM (customer relationship marketing), ideally with automotive/vehicle CRM (i.e. Lightspeed, CDK, etc.)
- Degree or diploma in related field an asset (business, marketing, digital media, etc.)
- Excellent written and verbal communication skills
- Organized, highly attentive to detail, strong project management skills
- Engaging writer with the ability to identify new, interesting angles to capture audience interest and engagement.
- Ability to prioritize tasks according to importance in a fast-paced environment
- Multi-tasking capability without compromising on quality

Please email your resume and cover letter to [sales@adventuremotors.com](mailto:sales@adventuremotors.com)

No phone calls or visits please.

Deadline for applications is October 13, 2017