



## Social Media & Email Marketing Manager - International Team Member (ITM)

### International Team Member Responsibilities

- Research Client Industry
- Research Client Geographic Region
- Create Posts
- Research Hashtags
- Create Canva Graphics
- Schedule Content in Planable
- Follow + Engage with other pages, organizations, etc
- Email Marketing Campaign Creation

### Preferred Experience

- Facebook + Instagram content creation
- Canva Design Experience
- Social Scheduling platforms (ex: HootSuite, Planable, Buffer, PromoRepublic, etc)
- Constant Contact and/or Mail Chimp email marketing experience
- Google Drive (Docs, Sheets, etc) Experience
- Slack
- LastPass

### About Shop Marketing Pros:

We are a marketing agency based in the United States and have a stateside team of 14 people and an international team of 20 people. Shop Marketing Pros is a very well respected and rapidly growing Digital Marketing Company in the Independent Automotive Repair Industry with strong core values and a superb track record of serving its clients better than the competitors. Our key services include Website Design, Digital Advertising, Search Engine Optimization, and Social Media Management. We are looking for an individual who has a solid foundation of knowledge and practical work experience in content creation and editing.

Our Core Values are of incredible importance to us. We live by our "Shield" so please visit [shopmarketingpros.com/core-values/](https://shopmarketingpros.com/core-values/) and familiarize yourself with our Core Values before continuing. Please continue with this job description and application if you feel you align with these values.



We are looking for someone who will work the same hours as us, which are 8am - 4pm (Central Time Zone). The perfect candidate is self-disciplined, independent but a team player, a taskmaster, detail oriented, and excellent with time management and communication. Our new team member will need to be able to prioritize tasks, meet deadlines, and perform with accuracy for long periods of time.

This job posting is for an assistant to our social and email marketing messaging team.

The perfect candidate will be a taskmaster, excellent with time management, and communication. The candidate should be able to keep on track and perform this type of work with accuracy for long periods of time.

Our team is highly organized with processes in place. Our company possesses a strong, highly sought after company culture and core values so finding the right fit for this position is of incredible importance to us. You are a part of our family!

We are currently accepting applications and need to hire urgently.

**Instructions when applying:**

1. Please do not email me. All communication should happen within the OnlineJobs.PH messaging.
2. Your subject line should say: SMP Social Media Manager
3. When replying to this job listing, include a link to your resume, work samples, and DISC profile if you have it.
4. Watch the Core Values video on our Core Values page and include in your message what resonated with you most about the video.