

JOB DESCRIPTION

Job Title:	Digital Media Executive
Department:	Operations Team
Reporting to:	Operations Manager

Purpose of the job:

Applicants for this post should demonstrate how their skills and experience meet the following Requirements.

Key duties and responsibilities:

- Passionate about the development of digital media and its use as a key marketing communication tool to foster connectivity with a range of users.
- Excellent writing, subediting and proofreading skills for the web.
- Ability to select and optimise photographs for the web
- Ability to work under own initiative, prioritise workload and work to tight deadlines
- An interest and passion in the emerging digital media landscape.

Remuneration:

- Basic Salary – 10K-15K
- Corporate Number
- B.Y.O.D (Bring Your Own Device)allowance

Since job descriptions cannot be exhaustive; the post holder may be required to undertake other duties, which are broadly in line with the above key responsibilities

The post holder is expected to observe and comply with all Company's policies and regulations, for example Health and Safety, Data Protection etc.