

## JOB DESCRIPTION

<b>Job Title:</b>	Sr. Digital Media Executive
<b>Department:</b>	Operations Team
<b>Reporting to:</b>	Operations Manager

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### **Purpose of the job:**

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

### **Key duties and responsibilities:**

- Experience of working within a proactive and responsive marketing communications environment
- Experience of in developing interactive and dynamic multi-media content (written, film or audio)
- 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.
- Experience of social media and developing interactive communities
- Knowledge of content management systems
- Experience of Photoshop, Flash and Dreamweaver
- Ability to select and optimise photographs for the web
- Ability to work under own initiative, prioritise workload and work to tight deadlines
- Experience of digital media best practice, including a user-centric approach to content, usability testing and accessibility
- An interest and passion in the emerging digital media landscape

### **Remuneration:**

- Basic Salary – 20K-25K
- 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.*