**Social Media and Administrative Assistant (Part-Time)**

Giros Design is a fast growing start-up based in San Ramon. We are primarily in need of a social media expert who has knowledge and experience of most social media platforms and is able to optimize our presence and reach through these outlets. However, there will also be small administrative duties that are secondary compared to the management of social media. Will collaborate closely with marketing and engineering teams to come up with compelling and interesting press releases and concise, but informative, regular social media updates.

**Social Media Duties:**
- Manage social media accounts (LinkedIn, Twitter, Pinterest, Facebook, YouTube etc.).
- Solid understand of social media with the intention of networking, community outreach, and social media optimization.
- Regularly post and promote company on social media profiles with fresh ideas about how to grow our online presence.
- Be able to identify target audience and “speak” to them through social media.

**Administrative duties:**
- Pack, label, and ship products to customers.
- Answer emails.
- Various other small, ever-changing daily duties.

**Requirements:**
- Professional, creative and strong writing and editing skills.
- Be creative with an eye for interesting news, posts, videos or pictures.
- Ability to work in a fast-paced environment.
- Strong time management skills.
- Should be able to work unsupervised and independently.
- Consistently grow and learn with the company and adapt to the changes in social media.
- Must be able to drive

In addition to your resume you must send links to your social media accounts, blogs, or any social media profiles you have managed professionally or personally. Please send writing samples for proof of grammar and spelling abilities.

Email: celina@giros-design.com

If you have any further questions or concerns, feel free to email me.

Subject Line: Social Media/Admin Intern

Hours/wages: 2-3 hours/day; 3 days/week; $9/hour.

Website: www.giros-design.com