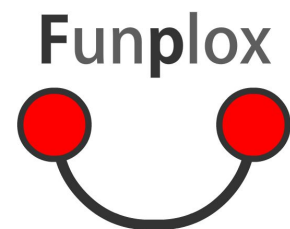




# Social media coordinator

Job description [updated on 10.02.2020]



## About us

**Funplox** is an independent start-up entertainment company primarily focusing on game-development for a large range of audiences for every major platform: iOS, Android, Windows, macOS, Nintendo Switch and VR.

We are looking for active and passionate people to join the team and create unforgettable experiences together.

# You are

An active and engaged person who is ready to take on the challenge attracting people of different demographics to our games and services. Thinking outside the box you are interested in reaching out engaging with different groups and communities and attracting new players to our titles and building the Funplox brand.

**NOTE:** *this position is open for persons from 16 years old and over. Please make sure your local government allows you to work on a freelancer basis as well as your parents permission if you are under age at the time of signing the contract.*

## Job requirements

- Experience handling different social media accounts.
- Fluent in English, both spoken and written
- Basic photo and video editing skills to create new content.
- Experience in posting content for: Reddit, Twitter, Facebook, Instagram.

## Nice-to-have skills

- Creating promotional materials
- Familiarity with mobile game market
- Speak another language other than English on a business/fluent level
- Know your memes

## Job responsibilities

- Setup social media account pages
- Talk to the development/marketing teams to get ideas of what to post
- Looking for communities and groups where to advertise our social media accounts without annoying or alienating the audience

- Create and post updates on social media accounts; make sure to post uniformly across different accounts for consistency.
- Check stats to get info on demographics that are most engaged by our content and compile and present that data in an easy-to-read format.

## Job conditions and perks

This is a remote job opportunity; you are able to work from home and at your own time.

### Trial period

There is a mandatory 1 month trial period to make sure you fit the requirements and to see positive feedback from the community.

The salary is not affected by being on a trial.

### Perks

- This position has growth potential for you to be promoted into specialized sales department and/or manager positions.
- So long as you follow the posting strategy, you can work during any hours of the day.
- After the initial setup the working hours are kept to a minimum. Easy to combine with other gigs and/or jobs.
- You can request weekly payments of your salary.

# How to apply and interview process

We are happy to receive applications and carefully evaluate each resume. To help us speed up the process, please follow the flow described below.

## How to apply

Send your resume and cover letter to [jobs@funplox.com](mailto:jobs@funplox.com). In the cover letter please highlight your experience, knowledge and/or interest in the digital market. If you have experience in managing social media accounts or growing follower numbers for social media accounts, please talk about that experience.

## Screening & first interview

Your resume will be evaluated by Funplox staff. Successful candidates will receive an invitation to a phone interview.

The first interview will be the technical interview, please make sure to prepare to talk about your skills and knowledge of engaging with the audience for different social media types.

## Last interview

The last phase is a phone interview with the CEO of Funplox. You will negotiate contract details, availability and starting date.