



Social Media & Outreach Associate

About Us

We are a specialized search & advisory firm, with a global network of consultants across with strong global alliances in the European & American markets, offering tailored recruitment solutions supported by our international network. We draw on our time-perfected search methodologies to ensure fast and resourceful delivery of the leading talent within the region.

Our specialist practices work together across geographies and business lines, to provide clients with seamless local service combined with the depth and vision of a global firm. Our team has solid experience from their various sectors and our senior consultants have backgrounds as leaders in their industry practices. Our daily work gives us extraordinary insight into the latest industry talent trends - from global business alignment to cutting-edge entrepreneurship. Our knowledge is your power.

Role Summary

We seek to recruit a **Social Media & Outreach Associate** that will be responsible for coordinating and executing the firm's social media strategy, digital communications and marketing in a business environment. This role will be instrumental in increasing our social media presence and gaining visibility for our brand among customers.

The successful candidate will work closely with key members of staff to learn about the company's goals and progress that will align with the digital communications.

Primary Relationships

The position reports to the Partner / Head of Business Development. Within the organization, the position has primary working relationships with the Partners, Search Consultants, Research Associates. Externally, the Social Media Associate works with clients, candidates and service providers.

Key Responsibilities

- Draw and implement a social media and digital communication strategy
- Establish, track and manage the company's brand and online voice through our social media pages and website.
- Build the firm's brand and affiliation
- Lead in online customer service and online communication to the firm's audience
- Increase social media share of our targeted customers and partners
- Writing and posting our success stories on our social media and website
- Assist in organizing and managing outreach activities including workshops and seminars with our customers



- Escalation of related concerns and customer issues to the relevant stakeholders or other team members
- Track and report on key social media analytics and feedback on a monthly basis and quarterly basis

Key performance metrics/outputs

1. Condition and appearance of websites and social media networks
2. Working condition of external sites and social media pages
3. Compliance with copyright and intellectual property legislations
4. Generation of business leads through social media networks
5. Adherence to turn around times

Ideal Profile

We will only shortlist and interview candidates that we feel have relevant or transferable experience and the drive, commitment and absolute integrity to succeed in and contribute to the growth and development of a fast-paced specialized search firm.

Location

Flexible (preference is to be based in Lagos, Abuja, Abidjan, Dakar, Johannesburg, London, USA, Nairobi or elsewhere in East Africa). The Social Media & Outreach Associate should be ready to start latest by **June 2016**

Compensation

We offer an internationally competitive and attractive compensation, commensurate with experience. Additional commission of up to 40% on leads generated and an annual bonus based on achievement of individual and institutional goals.

Application

To apply, please visit our [website](#) and download and complete an application questionnaire on this [link](#) and send a copy of your updated resume with the completed questionnaire to hello@talentstoneafrica.com

Please note that applications will be treated on a rolling basis and only shortlisted candidates will be contacted.

**** Referral fee applies for the introduction of a successful candidate for placement. Terms & conditions applies.**