



Ваш надійний помічник

# SEO/SMM Manager

📍 Київ,

Компанія: Etcetera

Рубрики: [IT, WEB фахівці](#), [Реклама, маркетинг, PR](#)

## Побажання до співробітника

Освіта: не має значення  
Досвід роботи: обов'язковий  
Графік роботи: віддалена робота

## Опис вакансії

We are looking for a passion and creative SEO/SMM wizard.

We're Upwork agency - Top Rated and Awarded as The Best Agency 2016, 2018 & 2019 in Ukraine.

6 years on Upwork - we know how everything works there. We are a team of experts who know everything about great creative, branding and modern web projects.

In our team are 25 professionals in different fields of expertise and working hard to create really cool products. We are all Ukrainians, even though our team members are located all around the world as this is why we are freelancers :)

## DESCRIPTION

We are seeking a SEO/SMM specialist to join our team on Upwork. You should be available throughout business hours (GMT +3), so that you can provide prompt cooperation with freelancers or managers if needed.

Job responsibilities include:

- ☆ Design and implement social media strategy to align with business goals
- ☆ Content management (Facebook, Instagram, LinkedIn and Upwork agency profiles)
- ☆ SEO (search engine optimization) and generation of inbound traffic
- ☆ Working on various team projects at an hourly rate basis

Please write in which Ukrainian cities did you live for more than 1 year at the beginning of your cover letter. We need this to understand that you've carefully read our job description.

## REQUIREMENTS

- ★ Should be originally from Ukraine
- ★ Upper-Intermediate English (written + verbal)
- ★ Understand design and development good enough to describe projects for the audience
- ★ Proven work experience as a Social media manager
- ★ Solid knowledge of SEO, keyword research and Google Analytics
- ★ Possesses functional knowledge and/or personal experience with WordPress CMS

As a plus:

- ◇ Upwork profile
- ◇ Experience in Design or IT Projects

Please, answer the following questions in cover letter when applying to the job:

1. Please describe your previous work experience (2-3 positions similar to the job post and responsibilities on them).
2. Please describe your English level? Do you have experience with calls and meetings.
3. Did you have any longterm experience communicating with Foreigners/Expats (Work&Travel, long trips, etc.)? Please describe.

Look forward to receiving your applications,

Etcetera team.

### **Контактна інформація**

Контактна  
особа: EtceteraTeam

Сайт: <https://www.upwork.com/agencies/~018b8765a4243b4723>