

## **Social Media Coordinator – MTBeaute**

*RCG is a global company established in 1999. The company offers complex, tailor-made, reliable, efficient services, knowing that it specializes in a wide range of highly technical fields.*

Location: Dbayeh, Lebanon

Major: degree in Marketing, Mass Media Communications, or any related field

Experience: fresh graduates are accepted

### Major Responsibilities:

- Manage and grow the TikTok account (content creation, posting, and engagement)
- Host and monitor live sessions
- Respond to comments, messages, and customer inquiries
- Upload and schedule short-form video content
- Support and manage other social media platforms (Instagram, Facebook, etc.)
- Monitor performance and suggest content improvements
- Coordinate with the marketing team on campaigns and promotions

### Additional Requirements:

- Proficiency in managing social media platforms
- Good understanding of social media trends, algorithms, and content formats
- Comfortable appearing on or managing live sessions
- Basic video editing skills

### How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb),  
Ext. 7801; 7802