

MARKETING ASSISTANT / VIDEO EDITOR VA UPWORK JOB AD

Title: Marketing assistant / Video editor

We are expanding our operations and looking for a Marketing Assistant to join the team. We are a fully remote business with an existing team of 10 ranging from Dublin, London, Arundel, Sheffield, Belgrade, Bucharest and Manilla.

This is to work in a marketing capacity across our 3 businesses –

- Dualta Doherty & Partners: Specialists in international recruitment to recruitment (Rec2Rec) services and are an innovative and progressive recruitment agency. Our Rec2Rec business is 5.5 years old and has grown year on year.
- Scale International: Tech Sales & Corporate Services recruitment agency based in Dublin but focused on international clients, predominantly the USA.
- Lockdown Leadership Networks (LLN): Our recruitment community with over 400+ recruitment leaders and founders managed by WhatsApp groups and within Hubspot.

On both our recruitment businesses most of our candidates are based in the UK, Ireland & the USA and we work closely with placing them into our clients in the US, Australia, Asia & Europe.

Job Overview

- Video editing:
 - Two Podcasts and their promotional materials daily - we have had over 250,000 downloads already!
 - Create engaging content by cutting short clips out of podcasts (40-60 seconds each/ 1-2 per day)
 - Create promotional videos following the creative briefs provided (1-2 a month, documentary/ mash-up style)

MARKETING ASSISTANT / VIDEO EDITOR VA UPWORK JOB AD

- Social Media:

- Help create Social media posts consisting of Job Posts, company updates, etc
- Using Canva to create engaging promotional images
- Encourage the team to engage more on social media, helping to provide trending topics etc.

- LLN Community Management:

- Data entry and management within Hubspot
- Creating and distributing a monthly newsletter
- Working together with our premium partners on a specific content calendar (including organising webinars, events etc.)

- Administration:

- Managing of marketing documents on google drive
- Website wording changes
- Creating and managing an image bank
- Ad hoc as instructed by the Marketing Executive

Requirements:

- Advanced English skills - you will have to be actively listening to our podcasts to choose the best mini clips and adding subtitles to them.
- Experience on a junior level in Photoshop and Premiere Pro is preferred, however training will be provided
- Be passionate about social media marketing, content creation and have a strong creative flair
- To be available for a long-term collaboration – this is very much to become part of our team on a full time ongoing basis
- Experience with Canva, Adobe, Hubspot, LinkedIn preferable

MARKETING ASSISTANT / VIDEO EDITOR VA UPWORK JOB AD

Package:

- Hourly rate depending upon experience
- Yearly salary reviews
- Periodic bonuses
- Internal training and development
- Longer term career development opportunities
- Become part of a well-established remote business who have lots of fun and are very team focused
- We are proud that our team of 10 have all been with the business on a long term basis and we are super excited about adding someone to our marketing division. All 3 of our business are media centric with strong importance placed on marketing and using this to increase the growth of our company!

Join us on LinkedIn by searching Dualta Doherty & Partners or listen to our Podcast channel – Recruiter Startup – on iTunes or Spotify.