



Social Media Representative

Summary

Bill Miller Bar-B-Q is seeking a new member of our social media/marketing team who can assist with the day to day tasks involved with our social media management. This role will assist in the implementation of all social media and marketing activities, working closely to provide customer assistance, increase brand awareness, and drive sales.

Duties and Responsibilities

- Social media management practices
- Review management practices for online review sites
- Create content for social, newsletters, and ongoing marketing projects
- Gather data to report results from campaigns, social content, and reviews
- Identify key trends to help promote the brand
- Ability to provide excellent customer service to address issues handled through social media
- Provide interaction between the Bill Miller Brand and customers to create a positive brand experience
- Process and report online shop orders
- Manage customer gift cards/complaint letters
- Assist donation committee with gift basket processing

Requirements

- The ability to manage multiple projects at once with changing priorities
- Excellent written and communication skills
- High-level attention to detail and accuracy
- Flexible schedule
- Perform other job-related duties as assigned