

Argentina Jobs Expertini®

Junior Digital Marketing Coordinator (Argentina)

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Company: 1840 & Company

Location: Argentina

Category: other-general

Job Overview We're seeking a Junior Digital Marketing Coordinator to join our clients' team. Hourly rate: USD 8 Working schedule: 9 am to 5 pm PST of a minimum of 4 hours of overlap with this work schedule. In this role, you will support our marketing team in coordinating and executing various online marketing initiatives to promote our clients' products and brands. The ideal candidate should have: A passion for digital marketing Excellent attention to detail in all your work Strong time management skills Solid written and verbal communication skills in English. An interest in the technology industry The ability to work with proactive independence as part of a small team in a fast-paced environment Responsibilities

As a Junior Digital Marketing Coordinator at our company, you will: Stage draft content (text and images) for publications in WordPress, MailChimp, and other platforms. Source interesting third-party news stories from RSS feeds (example topics: science, technology, and semiconductors) to share as part of clients' social media content mix. Post and schedule social media content in a weekly queue via Hootsuite and similar tools for our company and clients, combining recent first-party, evergreen, and third-party materials. Compile marketing and web analytics data for client reporting. Track all time spent on tasks using our internal project management tool (ClickUp). Collaborate with team members to create marketing content (e.g., social media posts, blog articles, emails, videos, etc.). Help manage marketing/promotion calendars for our company and our clients. Division of Duties 50% social media marketing (scheduling content on Hootsuite, community interaction, and maintaining a spreadsheet of evergreen social content) 25% reporting (compiling reports on social media, email marketing, and web analytics data) 25% miscellaneous marketing

(posting prepared content on WordPress, assembling various content in MailChimp templates, implementing SEO strategies via WordPress tools, marketing research Requirements

Our ideal Junior Marketing Coordinator will have: Strict attention to detail and the ability to quality check your work. Willingness/ability to work with diverse clients in various fields (technology to brick-and-mortar). Excellent communication, interpersonal, and relationship skills. Fast learner with an ability to adapt techniques based on requirements. An open mindset to seek out feedback to refine and develop their skills. The ability to problem-solve. Sound understanding of digital marketing platforms

Tools and Skills We are a small team, so there are always opportunities to wear additional hats. Having a mix of some of the following skills (or interest in learning) is desirable: A knack for copywriting or editing. Office 365 applications. Project management skills (tools like ClickUp, Asana, Monday.com, etc.. Graphics design (Adobe Creative Suite, Canva, etc.. Web content management systems (WordPress, etc.. Proficiency with HTML/CSS and related web technologies. Video editing/creation or animation (Canva, Adobe Premiere, etc.) Must possess your own laptop/desktop that meets the following minimum qualifications: Processor: Core i5 or higher RAM: 8GB or higher Must have a reliable internet connection with the following bandwidth requirements: Minimum Download Speed: 6 Mbps Minimum Upload Speed: 5 Mbps A quiet, private place in your home where you can work without background noise and interruption

Benefits: Work from home Access to diverse projects Opportunities for professional growth Collaboration with diverse teams No commute time No dress code (unless there's a meeting!) Eco-friendly work lifestyle Exposure to a multicultural team Potential for long-term engagement Improved work-life balance

About 1840 & Company 1840 & Company is a global leader in Business Process Outsourcing (BPO) and remote talent solutions, dedicated to propelling businesses forward through our comprehensive suite of services. We specialize in connecting companies with world-class freelance professionals and delivering top-tier outsourcing services, across over 150 countries worldwide. Our mission is to empower growth for forward-thinking businesses, seamlessly bridging any skill or resource gaps with our expertly vetted talent pool. We firmly believe in fostering an environment where exceptional individuals can achieve an optimal work-life balance, working remotely from any location, while maximizing their professional growth and earning potential. We are headquartered in Overland Park, KS, USA with service delivery facilities in the Philippines, India, Ukraine, South Africa and Argentina. We invite you to explore the opportunities we offer and consider joining our exclusive network of global freelance talent. Visit www.1840andco.com

to learn more about us. To explore a wealth of career opportunities and find a role that suits your unique skills and aspirations, please visit our dedicated jobs portal at jobs.1840andco.com Powered by JazzHR

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