

**Job Title:** Social Media and Website Administrator

**Company:** Limassol AGORA

**Location:** Limassol

**About Us:**

We are a vibrant and innovative hospitality destination established in 2020. Nestled in the heart of Limassol, Limassol AGORA has quickly become a beloved spot for food lovers, event-goers, and city explorers. We offer an all-encompassing experience that blends gastronomy, entertainment, and culture under one roof. We're currently looking for a creative and proactive Social Media and Website Administrator to join our team and elevate our digital presence.

**Job Description:**

This role is ideal for someone passionate about digital marketing, event coordination, and community engagement. You will manage our social media channels, maintain and update our website (WIX), run Google Ads, and support the planning and promotion of our events. Please note that this is a part-time role.

## Key Responsibilities

### Social Media Management:

- Create, schedule, and publish engaging content across platforms (Instagram, Facebook, TikTok, etc.)
- Monitor trends, respond to messages/comments, and build community engagement
- Collaborate with the team to develop campaigns and content ideas
- Promote events and AGORA activities across social channels
- Create and manage META (Facebook/Instagram) ad campaigns

### Website Administration (WIX):

- Maintain and update website content, including event pages and blog posts
- Ensure the website is user-friendly, updated, and visually aligned with the brand
- Send monthly newsletters using email marketing tools

### Event Organization:

- Assist with event planning, logistics, and promotion
- Be present at events to engage with visitors and share live social media content (e.g. Stories)
- Capture photo and video content on-site

### Google Ads Management:

- Monitor and optimize Google Ads campaigns
- Analyze campaign results and prepare monthly performance reports
- Suggest and implement improvements to increase ad effectiveness

### Graphic Design Coordination

- Work closely with the in-house Graphic Designer to ensure all visual content aligns with the brand's identity and campaign goals
- Clearly communicate design needs and deadlines for social media, website banners, newsletters, and event promotions
- Provide creative direction and context for design tasks (e.g. text for posts, target audience, platform formats)
- Plan ahead and regularly check in with the Graphic Designer to align on upcoming campaigns, assets, and timelines

### **Qualifications**

- Bachelor's degree in Marketing, Communications, or a related field
- Minimum 1 year of industry experience
- Strong communication and organizational skills
- Ability to multitask and manage multiple deadlines
- Basic knowledge of WIX or a willingness to learn
- Familiarity with Google Ads, Meta Ads Manager, and basic analytics tools
- Availability to attend and support events during evenings and weekends
- Experience capturing high-quality content using a mobile device is a plus

### **Benefits**

- 13th salary
- 21 days of annual leave

### **How to Apply:**

If you're a creative, tech-savvy professional with a passion for digital storytelling and event culture, we'd love to hear from you.

Please send your CV and any relevant work samples to [\*\*manager@limassolagora.com\*\*](mailto:manager@limassolagora.com).