

## Social Media/Digital Marketer/Marketing Assistant

Our Marketing Team is in the business of letting others know just how awesome we are! If you have an interest in technology and a desire to create and publish compelling and inspired content, we have the perfect opportunity for you.

As the voice of Cosmos Forms, your understanding of our products and solutions and the business needs of our customers will help you to raise awareness about the value our solutions.

### About You

You love social & digital marketing and are passionate about engaging with our customers, prospects and supporters to promote the benefits of Cosmos Forms. You are an active listener who can take what you hear to create and curate marketing content, post it on a variety of platforms or send an email campaign and perform analytics. You are an excellent written and verbal communicator, have excellent prioritization and time management skills, and excel in a fast-paced environment.

### About Cosmos Forms

Cosmos Forms is a growing mobile forms and process automation company with an aim to transform a company's operations from data collection to data insights. **We replace paper forms, spreadsheets, manual processes and legacy systems with easy to build and use mobile solutions to modernize and automate work.** Our mobile forms technology integrates with our Cosmos Operations and Cosmos Insights solutions as well as with existing business systems. The flexibility of our solutions addresses a wide variety of business challenges in any industry including safety, quality, field service, plant operations, property management and so much more.

### What You Will Do

- Develop relevant content for all media, including websites and social media (working with our business teams, web developer and graphic designer)
- Plan & schedule weekly/monthly posts, campaigns & blogs.
- Execute social media and blog posts and interact with our followers.
- Develop SEO strategy and execute.
- Execute and track/analyze campaigns.
- Use analytics platforms to track social media and website success.
- Develop and implement of best-practice social media guideline.
- Ensure brand consistency through all marketing channels.
- Execute online advertising as needed.
- Conduct account and market research to support the Sales Team.

## Qualifications

- Enrollment in or completion of University or College degree in Communications or Marketing.
- Certificate from digital/social media program/course, SEO management or analytics program/course.
- 1-2 years professional real-world experience with proven results are acceptable in lieu of the formal education.

## Required Skills

- Experience with the following platforms/applications:
  - LinkedIn
  - Twitter
  - WordPress
  - Mailchimp
  - Camtasia
  - Google Analytics/Tag Manager
  - Google Ads
- Proficient with O365 and related applications including Teams.
- Improvement focused - the desire to build and improve processes and best practices.
- Flexible – as a growing company we sometimes need to drop everything to onboard a customer or partner or create specialized training or marketing.
- Results-oriented – we deliver what we promise.
- Strong prioritization and time management skills.
- Outgoing and enjoys pro-actively engaging with people.
- Ability to work well within a team and independently.
- Highly organized and detailed-oriented.
- Self-starter and able to work effectively with virtual teams.

**Job Type:** Part Time – 20 to 30 hours per week with an opportunity to move to Full Time

**Expected Start Date:** July 1, 2021

**Work Location:** Hybrid office and remote environment

**Schedule:** During regular 8am to 5pm business hours with occasional off hour support for website /other platform updates

**Please submit your cover letter, resume and salary expectations to:**

**[careers@cosmosforms.com](mailto:careers@cosmosforms.com)**

**We thank all applicants for applying. Due to sheer volume of applicants, only those considered for further discussion will be contacted.**