



Writer And Social Media Admin

Job Type: Full Time

Job Industry: Public Relations and Communications

Job Function: Art/Creative

Experience: Staff / Junior Staff

Salary: IDR 3.200.000 - 4.200.000

Education: Bachelor Degree - S1

Description :

TIK-TOK Watch Repair is the market leader in watch repair service in Indonesia. We have established 10 shops within less than 5 years' time throughout Indonesia, such as in Jakarta, Bali, Solo & Surabaya. You will be working closely and collaboratively with a team of creative people, supervised directly under the chief creative officer.

You may be required to travel around Jakarta and other cities to visit one of our shops, meetings and creative research.

We are looking for a resourceful and responsive **Social Media Admin & Writer**

Your responsibility will cover the following points :

1. Creating **Blog Articles** that will be relevant for our website
2. Support our social media channels such as Instagram, Facebook and Twitter with our marketing and communication (captions etc)
3. Market research of our industry
4. Proofreading our marketing materials
5. Providing writing needs for our marketing department
6. Replying Instagram and other social media comments
7. Replying direct messages
8. Replying to our Google Business Review
9. You will help our Marketing team to Optimise our website for Search Engines (SEO)

We are looking for someone that able to provide creative support and manage their own time and schedule to meet the deadline. You are also required to continue to grow your own self-development skills that can beneficial for you as an individual and our creative team.

You will be in a supportive creative environment, surrounded by people with experiences in watch and design industries that we think will help you bring plus points in your future career.

Requirements :

Your application will be highly considered if the following requirements are met:

1. Male and Female applicants are welcome
2. Proficient in writing both in English and Bahasa Indonesia
3. Fluent speaking in English and Bahasa Indonesia
4. Demonstrate strong formal language communication
5. Must have a strong communication skill
6. Must have a strong understanding of Social Media such as; Instagram, Facebook and Twitter
7. A team player
8. Age between 23 - 30 years
9. A minimal Diploma (D3) education background, (S1) Bachelor education will be preferred.
10. Able to travel to our Cengkareng office
11. Willing to travel outside Jakarta for a business trip
12. **Please sample of your writings**, applicants without a portfolio will be disregarded

The following points are not mandatory but will put your application in our preference list:

1. Passion, knowledge and interest on watch (jam tangan) / horological will be highly regarded
2. Basic SEO understanding

Benefits :

Your job will take you to many major cities throughout Indonesia such as Bali, Solo and Surabaya. A business trip will be well compensated by the company.

Within the Jakarta itself, the creative team will be constantly traveling around to our shop locations to do research, review, and survey. Therefore you won't be stuck in the office throughout the week.

Our marketing team members are subscribed with self-learning development program to enriched their own skills and capabilities and standard THR salary system.

Please Apply Through This Link :

[**Writer And Social Media Admin**](#)