



**Pandev Law, LLC** is a business and immigration law firm dedicated to providing exceptionally high quality representation. Our motto “Your journey to America starts here!” says it all.

Currently, Pandev Law seeks to expand its social media presence and engage more with prospective clients in a less formal environment. This is why we are now looking to employ a capable and responsible person for the position of **Social Media Specialist**.

**Key Responsibilities:**

- Social media content creation and management – Facebook, Instagram, LinkedIn, Twitter and YouTube;
- Create and execute digital marketing strategies across all social media channels from concept to launch;
- Creating and scheduling daily/weekly/monthly posts for the relevant social media channel;
- Video editing (optional);
- Producing reports on regular basis;

**Key requirements:**

- Experience with social media management
- Fluency in English
- Good knowledge of another language is a plus
- Attention to detail and creative thinking
- Good organizational and team-work skills
- Responsibility and ability for self-discipline
- Time-management skills
- Excellent computer skills
- Experience with video editing programs is a plus

**Benefits:**

- Remote position
- Flexible working time
- Very good remuneration

Should you meet the above requirements, please send your CV and motivational letter to the following email: [maria@pandevlaw.com](mailto:maria@pandevlaw.com), or call us at +359 899 733 696. Each application will be considered in strict confidentiality.

We will contact only shortlisted candidates to schedule an interview.