MINDJUMPERS

Mindjumpers is looking for a Social Media Platform & Support Manager

At Mindjumpers, we are looking for a social media and tech savvy person to support our customers in their daily use of social media platforms and social media management systems. Also, part of the job will be to administer Mindjumpers' internal IT systems.

You will have daily contact with both Danish and international clients and be handling digital initiatives. Maybe you are from the IT University or have another background in IT, media or social media.

Primary responsibilities:

- Identifying the right platform solutions for our clients, learning the specific features of each platform and keeping up-to-date on developments.
- Training clients and staff in using social media management systems.
- Answering client queries about operational best practices and identifying potential problems.
- Setting up work stations (primarily Mac) at Mindjumpers and keep these in optimum working condition.
- Maintaining internal servers (Linux and Windows-based) and other IT infrastructure like printers and routers.
- Monitoring and improving back-up processes of relevant data in the company.

You:

- Have excellent language and communication skills and like to be outgoing in what you do.
- Are eager to learn new things and can quickly learn to operate in different kinds of digital systems.
- Have a positive mind, like to solve problems and are service-minded by nature.
- Are able to handle several tasks simultaneously and prioritize them.
- Like to communicate with different kinds of people and external stakeholders.
- Have thorough understanding for digital marketing and client relations.
- Are fluent in English.

You will be part of a young creative environment based in the Technical Development team, whose primary tasks are to develop digital solutions, handle social media systems and IT administration.

If you have further questions about the position, please contact Head of Technical Development Erwin Wessels at erwin@mindjumpers.com.

Please send your application and CV to iwantthisjob@mindjumpers.com as soon as possible.

Mindjumpers is a full-service social media agency. We help companies and brands organize, manage and engage in social media to leverage and measure the opportunity of creating value through the online social sphere. The company was founded in 2009 and counts 20 employees.