

VACANCY FOR DIGITAL CONTENT CREATOR WITH ADMINISTRATIVE SKILLS IN LAGOS, NIGERIA.

Job Title: Digital Content Creator with Administrative Skills

Location: Lagos, Nigeria

Employment Type: Full-time / Part-time

Job Summary:

We are seeking a creative and detail-oriented **Digital Content Creator with Administrative Skills** to join our team in Lagos. This role combines content creation, social media management, and administrative support to ensure seamless operations and effective online engagement. The ideal candidate should be highly organized, tech-savvy, and have a passion for digital marketing and content strategy.

Key Responsibilities:

Content Creation & Social Media Management:

- Develop, create, and manage engaging digital content, including graphics, videos, blogs, and social media posts.
- Plan and execute content calendars for social media platforms (Instagram, Facebook, Twitter, LinkedIn, TikTok, etc.).
- Monitor trends and leverage them to enhance brand presence and engagement.
- Analyze social media metrics and optimize content for better reach and engagement.
- Manage community interactions, responding to comments,

messages, and inquiries professionally.

Administrative Support:

- Handle email correspondence, scheduling, and meeting coordination.
- Assist with document preparation, reports, and presentations.
- Maintain digital files and databases for easy access and organization.
- Support the team in daily administrative tasks and special projects.
- Coordinate logistics for events, collaborations, and content shoots.

Qualifications & Skills:

- Proven experience as a Digital Content Creator, Social Media Manager, or Admin Assistant.
- Excellent Communication Skills -Speaking and Writing.
- Strong proficiency in social media platforms, content management tools, and graphic design software (Canva, Adobe Suite, etc.).
- Excellent communication skills (verbal and written) and attention to detail.
- Highly organized with the ability to multitask and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Basic knowledge of SEO and digital marketing strategies is a plus.

Preferred Qualities:

- Creative thinker with a proactive approach to problem-solving.

- Ability to work independently and within a team.
- Passion for social media trends and content strategy.
- Strong interpersonal skills and a positive attitude.

How to Apply:

Interested candidates should send their CV, portfolio, and a brief cover letter outlining their experience to; hr@globalclique.net with the subject line **“Digital Content Creator Application.”**