****

**Marketing and Social Media Coordinator**

**Competitive Salary and Fantastic Benefits**

**TO APPLY: Please send CV to** [careers@stgiles.com](mailto:careers@stgiles.com)

A unique opportunity has arisen for the position of **Marketing and Social Media Coordinator** to join the Marketing department of the St Giles Hotels.

St Giles offers travellers a growing collection of centrally and strategically located hotels in the heart of major cities across Asia, Australia, Europe and North America. Our well-appointed hotels are the hidden gems of the cities they serve, creating unique experiences that turn ordinary trips into memorable journeys

The Marketing and Social Media Coordinator's primary responsibility is to support the Marketing and Brand team with developing and implementing all marketing and brand initiatives for St Giles Hotel Group.

**DUTIES & RESPONSIBILITIES**

* Assist with social media strategy for St Giles Hotels U.K. and the implementation and community management across the brand's social media channels
* Capture high-quality visual content for social media, website, and other marketing needs
* Monitor/track guest reviews across all guest review platforms and respond to all feedback. Summarise into a weekly report to HODs
* Prepare and distribute monthly reputation and guest satisfaction metrics reports to HODs
* Assists with copywriting, creation, and deployment of all marketing communications
* Manage ongoing audit of St Giles UK properties' digital presence across various platforms and 3rd party partners' sites to maintain current and accurate information
* Assist with editing and loading of new content on StGilesHotels.com through the Content Management System (CMS)
* Support the department and hotels with ad-hoc requests as needed
* Stay current on global travel and hospitality industry trends and the competitive landscape

As **Marketing and Social Media Coordinator** you must have an excellent communication skills, both verbal & written with strong attention detail and the ability to work as part of a team and independently. It is also important for the successful candidate to be proficient in MS Office, Adobe Photoshop and Canva. Working knowledge of Opera, ReviewPro and Cendyn is a plus.

We offer a competitive salary and benefits as well as great learning and development opportunities. This is a full time permanent position.

Please note: We endeavour to respond to the majority of applications, however, if you do not receive a response within two weeks, please assume that your application has been unsuccessful on this occasion.

**TO APPLY: Please send CV to** [careers@stgiles.com](mailto:careers@stgiles.com)