



WHO WE ARE

We are a close-knit diverse team with a passion for African cuisine and a mission to inspire and spread more cultural diversity through food. Taltis Foods brings unique African products proudly made in Canada. Our Cooking Sauces allow "food adventurers" to quickly prepare various African foods in the comfort of their homes and save much time. See more of how we started: <https://www.taltisfoods.com/pages/our-story>

Joining our adventure to bring more food diversity to Canada and North America!

Positions	Retribution \$/Hr	Duration
1) Account Management	16 \$/Hr	Part-time (20Hrs/Wk)
2) Admin. Assistant	16 \$/Hr	Part-time (20Hrs/Wk)
3) Digital Marketing Assistant	16 \$/Hr	Part-time (20Hrs/Wk)
4) Social Media Mg Assist 1	16 \$/Hr	Part-time (20Hrs/Wk)
5) Marketing Assistant	16 \$/Hr	Part-time (20Hrs/Wk)

SOCIAL MEDIA ASSISTANT

JOB DESCRIPTION

The ideal candidate is a highly self-motivated individual capable of working cross-functionally on the planning, designing, and execution of social media content. You will be assisting with various social platforms, communications, and other execution of marketing strategies. You will need to display versatility in order to handle ad-hoc projects as assigned. Our entrepreneurial culture is built on continuous learning and growing together. If that sounds like you, come join our team!

RESPONSIBILITIES

- Assist in designing social media content for various social platforms following Taltis framework
- Assist in weekly engagements on social platforms
- Update various feeds and optimize tools on social platforms
- Summarize Analytics and assist with new strategies and campaigns
- Work with other team members to promote brand and product awareness
- Research and connect with networking opportunities and business events
- Research and discover sales-driven marketing opportunities
- Assist in marketing material designs in Canva Pro

QUALIFICATION

- Comfortable working in Google Space and Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Comfortable working with designs and videos
- Comfortable with copywriting for brand and campaign purposes
- Comfortable with various social platforms
- Nice To Have: interest in the food & beverage industry, marketing, brand, or ecommerce