

# JOB DESCRIPTION

## COMMUNITY MANAGEMENT

(Multi-Brands & Platforms Fanpage Management)



We are seeking a proactive and detail-oriented **Community Management** to oversee the daily interaction across multiple social media fanpages. This role is crucial in building meaningful connections with users, managing conversations, and maintaining a consistent brand voice for several clients.

### KEY RESPONSIBILITIES

- . **Engage with followers** by responding to comments, inbox messages, and user-generated content on Facebook, Threads, TikTok, Youtube.
- . **Monitor and moderate online conversations** to maintain a positive and respectful community environment.
- . **Collaborate with content and strategy teams** to ensure community responses align with brand tone, campaigns, and objectives.
- . Track FAQs, feedback, and trends to support content and campaign improvements.
- . **Manage community across multiple brands** simultaneously, understanding different brand tones, audience segments, and engagement goals.

### QUALIFICATIONS

- . 1-2 years of experience in community management, customer service, or social media.
- . Excellent written communication skills; able to adapt to various brand voices.
- . Experience managing multiple social media pages or client brands is a strong advantage.
- . Familiar with social media tools/platforms (e.g. Meta Business Suite, Hootsuite, etc.).
- . Ability to stay calm under pressure, especially when handling customer concerns or crisis communication.

### KEY SKILLS

- . Empathetic and responsive communicator
- . Adaptable to different brand tones
- . Organized and multitasking-capable
- . Social media proficient
- . Detail-oriented with strong judgment

### THE OBLIGATORY TROPHIES

- . \$\$\$
- . Full insurance according to the laws + extra insurance
- . Paid holidays and agency trips
- . Foods, milk teas, fruits, snacks, foosball
- . Your beloved team

If you are interested in an opportunity to explore yourself and join the hunt with us, please contact us via email: [recruit@thehuntergroup.asia](mailto:recruit@thehuntergroup.asia) or call us at **+84 28 6686 4141**.