



SHANGHAI SINGAPORE INTERNATIONAL SCHOOL
上海新加坡外籍人员子女学校

Social Media & Communications Manager

(Non-faculty)

Job Scope

- Plan and copywrite for all communication platforms and publications (WeChat, Website, Facebook/Instagram, Yearbook, Brochures, etc)
- Write articles for press releases and external media contributions
- Proficient in writing skills and able to understand and translate the school's programmes/events into engaging articles
- Able to write persuasive stories and written materials in English
- Work closely with Chinese Copywriter
- Proofread all written materials
- Monitor and survey readership/interactions and provide half-yearly improvement plan for school's social media
- Update the school's website
- Assist Marketing Team in marketing events as needed

Personal Skills

- Deep interest in the field of education
- Keen to work in a school environment
- Proficient in MS Word, PPT, Excel
- Proficient in English Language (Oral & Written)
- Proactive
- Highly organized
- An eye for detail and deep insights
- Excellent writing and communication skills
- Creative
- People-oriented and friendly
- Keen to be in a stable and long-term position
- Able to speak and understand basic Chinese Language (Priority will be given)

Work Experience

- Minimum 2 years of marketing related or communications experience.

*Qualified and interested candidates, please email your resume to
careers@ssis.asia*