

## Job Summary

**Order Number:**

NY1178542

**Date Job Order Received:**

08/08/2016

**Number of Openings:**

1

**Company Name:**

The Westmark Group, LLC

**Job Title:**

Social Media Marketing Specialist

**Minimum Experience Required:**

1 year, 6 months

**Job Description:**

Social Media Marketing Specialist: 1 fulltime, temporary, one-time occurrence (H-2B) job available 11/1/16-10/31/17. Employer: The Westmark Group, LLC, 110 Wall Street, Suite 4-044, NY, NY 10005. Duties: 1. help manage social media marketing campaigns for clients end-to-end, including researching, testing, execution, and analytics; 2. manage social media posting schedules; 3. communicate directly with clients and prospective clients; 4. create select graphics using Photoshop; 5. manage social media campaigns and growth; 6. compile marketing statistics, analyze, and create reports; 7. stay current with best practices, strategies, and industry standards related to email and social media marketing; 8. coordinate with external partners to execute marketing and promotional programs through their platforms and vehicles including print advertising, radio, and other traditional marketing services; 9. attend networking events and promote business; 10. create social media content for various clients; 11. monitor client advertising funds per campaign and adjust daily marketing spending according to funds available; and 12. develop and train staff. 18 months (1 year, 6 months) experience required; and a BA in Business Studies with dual majors in Finance and Marketing is required. Work hours: Mon-Fri, 9am-5pm, 35 hours/week at \$89.06/hour. No OT. A single workweek will be used to compute wages due. Workers will be paid bi-weekly on Friday. All deductions from the worker's paycheck required by law will be made. Employer will provide workers at no charge all tools, supplies, and equipment required to perform the job. H-2B workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees). Transportation (including meals and, to the extent necessary, lodging) to the place of employment will be provided, or its cost to workers reimbursed, if the worker completes half the employment period. Return transportation will be provided if the worker completes the employment period or is dismissed early by the employer. Daily subsistence rates are \$12.09/day without receipts or up to \$51/day with receipts. Interested candidates may contact Workforce1 Career Center, 75 Varick Street, NY, NY 10013. Or by phone 212-775-3771. Reference job order number NY1178542. Or interested candidates may mail The Westmark Group, LLC, attention Carlos Gonzales (Vice President of Finance and Operations), 110 Wall Street, Suite 4-044, NY, NY 10005. Or by email: carlos@westmargroupinc.com. Reference job order NY1178542.

**Job Location:**

110 Wall Street  
Suite 4-044  
New York, New York

**Pay:**

\$89.06 - \$89.06 Hourly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

35

**Duration:**

Full Time, Temporary

**Work Days:**

Monday thru Friday

**Shift:**

First (Day)

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Bachelor's Degree

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by mail, or by email:

Gonzales, Carlos  
110 Wall Street  
Suite 4-044  
New York, NY 10005  
Email: carlos@westmarkgroupinc.com