



DENISE WHITMORE LIMITED



#JOB-2423438



Co. Carlow,



No of positions : 1



Paid Position



30 hours per week



15.00 Euro Hourly



04/12/2025



31/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : denise@thesocialmediadepartment.ie



Open your camera
app & point here
to view this ad
online



Content & Social Media Assistant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

We are looking for a creative and organised Content & Social Media Assistant to join The Social Media Department. This is a hands-on support role where you'll help with content creation, Canva design, social media posting and general admin across a busy marketing agency. The ideal person is someone who enjoys variety, learns fast and isn't afraid to take initiative when things get busy.

Key Responsibilities

- Create social media content using Canva, including graphics, carousels, simple videos and templates
- Prepare and schedule posts across Facebook, Instagram, LinkedIn and TikTok
- Assist with gathering content from clients, organising assets and updating folders
- Support with day-to-day admin such as emails, file management and updating reports
- Maintain brand consistency across all visual content
- Support client projects such as events, promotions and seasonal campaigns

What we are looking For

- Canva experience (or alternative) and a good eye for design
- Comfortable creating social media content for different industries
- Organised and reliable with good attention to detail
- Confident using Meta Business Suite, Instagram, LinkedIn and TikTok
- Positive attitude and willingness to learn
- Ability to manage multiple tasks at once
- Applicant must have a good command of the English language.
- Previous experience in content creation or admin is welcome but not essential – the right attitude matters

No. of years of experience required: 1-2 years

- **Sector:** information and communication

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Creativity
- **Competency Skills:** Decision Making, Flexibility, Initiative, Teamwork