

Community Manager

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Company: MyTraval Worldwide Travel Technology Private Limited

Location: Dhaka

Category: Other-General

This is a remote position. We are looking for a community manager to join our team!

Someone who is good at community building, moderation, and engagement. S/he shall be social media savvy and has exceptional oral and written communication skills, and is able to develop engaging content.

S/he shall be a people's person with the ability to deliver customer success. S/he shall be able to act as the face and voice of MyTraval and manage all community communications. Major Responsibilities Building resources to develop the community of travellers.

Promoting the company in contemporary ways such as social media, hosting events, organizing meetups, content creation, blog, podcast, vlog, emails, & etc. Enhance the knowledge by building knowledge management resources like developing flyers of product, training videos, manual & etc. Bring the local travel stories, local foods, local famous person in the community Live streaming into social medias Preparing action plan, meeting, reports Ensure company visibility is established in the area and promotes relationships with groups, agencies and organizations in the community to identify lending and other business development opportunities.

Coordinating with other departments. Perform any other job assigned by management. Develop mechanism for reviews, feedback & reports to internal and external teams.

Requirements Outstanding written communication skills, professional phone etiquette Experience in marketing, copywriting, hospitality, relationship management, and/or customer support Fluency in English required, additional languages preferred Organised, detail-oriented, creative problem-solver and a willingness to be flexible Experience in project management and process improvement desired Travel friendly Trustworthy and comfortable working on confidential projects Possess the ability to multitask and be a team player, working collaboratively and cross-functionally in a fast-paced environment. Strong interpersonal skills with a positive attitude and energy Available to respond to urgent requests during nights and weekends Proficiency with Google workspace.

BBA, MBA, masters in Hospitality & tourism or equivalent

0-1 year

1. Proven inside sales experience, Track record of over-achieving quote 2. Strong phone presence and experience dialling dozens of calls per day 3. Proficient with corporate productivity and web presentation tool 4. Excellent verbal and written communications skills, Strong listening and presentation skills 5. Ability to multi-task, prioritize, and manage time effectively. 6. BBA, MBA, masters in Hospitality & tourism or equivalent 6. 6 months to 12 months of similar experience.

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