

REBECCA ADVENTURE TRAVEL is an innovative tour operator, focused on authentic trips in Ecuador, Peru & Colombia, based in Cumbayá, Quito-Ecuador.

JOB DESCRIPTION DIGITAL PLATFORMS ASSISTANT

As a Digital Platforms Assistant, you are mainly responsible for supporting a range of digital platform projects and operations. You work full time, partly from home and partly from our office in Cumbayá.

TASKS & RESPONSIBILITIES

- ❖ Entering data on diverse online platforms
- ❖ Recommend, test and implement new features as appropriate
- ❖ Oversee moderation activity, including creating/managing user guides
- ❖ Monitor performance and quality of content, and identify, resolve and communicate any issues.
- ❖ Identify and report on digital trends
- ❖ Work on administrative and operational tasks
- ❖ Any other projects related to sales, operations and digital marketing

NECESSARY SKILLS

- ❖ Very confident using digital platforms, analytics tools/data and computer software systems.
- ❖ Experience with IT and digital technologies
- ❖ High attention to detail
- ❖ Great written English skills
- ❖ BSc degree in (Digital) Marketing, IT technologies or relevant fields
- ❖ At least 2 years of work experience in related fields

THE IDEAL CANDIDATE

- ❖ Is organized, focused on details and full of positive energy
- ❖ Ability to multitask, work independently and meet deadlines
- ❖ Should have great affinity with IT and the digital marketing industry
- ❖ Lives in Cumbaya

To apply, please send your CV and motivation letter to sales@rebeccaadventuretravel.com