ELCARDO
SINCE 1985

Elcardo Industries(Pvt) Ltd is well established manufacturing company and during our carrier of industrial business.
we were the first ever Roller Door Company to be awarded with **ISO 9001:2015** respectively nationally and internationally in recognition of the quality and the services that we have rendered to our valuable customers.

WE'RE *HIRING*

GRAPHIC DESIGN AND
SOCIAL MEDIA MANAGER For Nawala

KEY RESPONSIBILITIES

• Create eye-catching graphics for online and print materials.
• Manage the company's social media platforms (Facebook, Instagram, and TikTok)
• Plan interesting content for various platforms.
• Manage multiple projects and deadlines.
• Prepare and update social media performance reports by collecting and analyzing data such as reach, likes, and follower growth.
• Work with different teams to achieve business goals.
• Attend to capture photos & videos for company requirements and social media purposes.

JOB REQUIREMENTS

• Certificate or Diploma in Digital Marketing or Graphic Design or equivalent
• Proven graphic design experience with a strong portfolio.
• An Excellent Command of English & Sinhala Language, Both Written & Verbal
• Previous social media management experience.
• Proficiency in Adobe Creative Suite (Photoshop, Illustrator, Premier Pro)
• Experience in Video Editing. (Social Media Short Videos, Stories etc;)
• Strong communication skills and attention to detail.
• Videography and Photography is an added advantage.

An attractive remuneration package is on offer based on experience & individual skills

For those who are interested please apply with contact details of two non-related referees, along with your contact details and a passport sized photograph immediately to the **careers@elcardo.com**

HR Department
Elcardo Industries (Pvt) Ltd.
No:42, Narahenpita Road, Nawala. Tel: 071 307 3533
www.elcardo.com

"We thank all applicants but only those shortlisted will be informed of the outcome of their application"