Job Description

Graphic Designs

- Design one professional YouTube Video coverage Photo <u>Per week</u>
- Design one workbook coverage + PDF Workbook <u>Per week</u> (will give you sample later)
- Design one professional photo <u>per week</u> (Will tell you what to design once you start working)

Work on Facebook

- Copy and Paste two Content posts into 30 plus groups twice a week, one content post on <u>Tuesday</u>, and another content post on <u>Thursday</u> (Will give you the content post)
- Reply the comments by copying and pasting the pre-prepared response message. (Will teach you how to respond later)

Work on LinkedIn

- Send direct messages to 10 people on LinkedIn <u>every single day</u> (will teach you how to write the direct messages later)
- Reply the comments by copying and pasting the pre-prepared response message. (Will teach you how to respond later)

Work on data collection

- Search 5 companies' information online <u>*per week*</u> (will let you know what companies later)
- Put companies' information into an excel file <u>per week</u>. Information includes company's website, name of the director or contact person, mobile numbers, person's emails, and company's emails and so on.

1. Ability to do graphic designs
2. Ability to write and communicate excellently in English
3. Ability to focus on detail as well as to be highly organised

Working Time: We are not strict on the specific time that you work but we do have a time duration. Because we are here in Australia, so we need you to finish all tasks before 5pm Australia Sydney Time. Excluding the task of "Reply to comments" as people might comment any time. So, with this task, we want you to be able to reply within an hour.

Salary: Your Monthly Salary will be 150-200 Australian Dollars depending on your skills. More bonuses will be added if you perform well.

Your Next Step:

To be hired for this role, you will need to finish an exam. This exam will see whether you have the ability to do this job or not. After the exam, if the results you produce match the attributes that you claim to have, then we will hire you for this job.

Let me know if you are ready for the exam.