

# ZEE

## [HN] SOCIAL MANAGER

(Social-first Strategy • Content System • Team Leadership)

### Why this role matters

You are a key force in ZEE's Social team who turns sharp social insights into **platform-native ideas, content systems, and campaigns people actually engage with**. This requires leading an engine end-to-end: from **social strategy and planning**, to **content and creators**, to **execution, team supervision, and performance review**.

### What you'll own

- Build **social-first plans & content plans** that align with marcom strategy and platform realities.
- Turn insight into execution: define **channel roles, content pillars, creator roles, asset flow, and rollout timing**.
- Lead social thinking across key platforms, with strong understanding of **Facebook & IG, TikTok, Threads**.
- Set and maintain a high quality bar for all content - both **copy and visual**.
- Manage project execution end-to-end: ensure work is **on brief, on time, within scope, and up to standard**.
- Track, evaluate, and improve performance through **clear KPIs**.
- Supervise team members to ensure strong workflow, accountability, and development.
- Be the main bridge between team and leadership: proactively flagging **project status, risks, bottlenecks, and opportunities** to the Director.
- **Partner closely** with Account, Creative, Planning, KOLs and external vendors to keep the work effective.

### What good looks like in this role

- You can turn a client brief into a **clear, social-first plan**.
- You **build systems** that help the team **move faster** without dropping quality.
- You can **guide, challenge, and level up** the people under you, not just "manage tasks".
- You stay **calm** under pressure, make decisions with judgment, and keep execution clean.

### We think you'll thrive here if you...

- Have strong experience in **Social Planning & Ideation, Project Management, and Content Marketing**.
- Have **4+ years of agency-side experience**, with at least **2 years in a similar project management / leadership-level role**.

# ZEE

- Are confident leading multiple projects at once with solid prioritization and time management.
- Have real experience in **team management** and cross-functional collaboration.
- Communicate professionally and clearly in **English**.
- Can present ideas persuasively, with both strategic logic and practical clarity.
- Think critically, move fast, and maintain high standards.
- Bring a positive mindset, ownership, resilience, and a strong sense of responsibility.
- Stay curious about market shifts, platform changes, creator culture, and new ways social behavior evolves.

## What you'll get

- A motivated, open, and fast-moving working environment.
- Competitive salary + performance-based bonus.
- Exclusive management-level benefit package.
- Social Insurance & Health Insurance as required by law.
- 24/7 private health insurance.
- The chance to build work that is not only well-executed - but genuinely **social-first**.

## Time & Location

- Address: 342 Ba Trieu, Hai Ba Trung, Hanoi
- Time: 09:00 – 18:00, Monday – Friday

## How to apply

Send your CV and Portfolio (In English) via

<https://zeecompany.talent.vn/job/social-managersupervisor-10487>