



<b>Job Title :</b>	Communications & Social Media Manager	<b>Position Category :</b>	Administration
<b>Place :</b>	Greater Montreal (10%)	<b>Telecommuting:</b>	Telecommuting (90%) and flexible hours
<b>Salary:</b>	To be discussed	<b>Item Type :</b>	Part-time depending on ridership and possibility of a minimum number of hours.
<b>Contact R.H. :</b>	rh@koptrimage.com	<b>Date posted:</b>	2024-01-02
<b>Start date:</b>	As soon as possible	<b>Offer Expiration :</b>	2024-02-01

**KoptR Image** is the first school for pilots of Remotely Piloted Aircraft Systems (RPAS) in Quebec. We teach in French and English. We have developed unparalleled expertise in the use of Remotely Piloted Aircraft Systems (RPAS). These years of teaching allow us to be in contact with the largest pool of qualified pilots in the industry and thus remain at the cutting edge of innovation. While it is relatively easy to fly remotely piloted aircraft, operating in a legal, methodical and safe environment is much more difficult and requires judgment and skill.

We are currently looking for a Communications and Social Media Manager. In order to enable the company to achieve these new 2024 targets.

**Job brief**

**ROLE AND RESPONSIBILITIES**

- Responsible for emails and all inquiries;
- Responsible for the website and publications on our platforms with our clients.
- Follow-up for SEO management with suppliers.
- Follow up on all requests sent to **KoptR Image**, while ensuring good relations with our clients, partners and contractors. You are responsible for our general communications with these individuals.
- Responsible for Facebook, Google Business, Instagram, LinkedIn social networks.
- Promote our remotely piloted aircraft services, including training and sales.
- Proofreading and translation of publications in general.

**REQUIRED EXPERIENCE AND EDUCATION**

- Years of experience related to a similar job: 2-3 years of experience.
- Any relevant experience in the field of drones or aeronautics will be considered a great asset.

**SKILLS TO FOCUS ON**

- Bilingualism essential with good grammar in French and English.
- Have a facility with writing texts and advertisements.
- Organizational skills and priority management.
- Listen to requests, read the information received and transmitted.
- Be motivated to know the market and customer needs related to remotely piloted aircraft in Canada.
- Good knowledge of Microsoft 365 including Office and Teams.
- Good knowledge of Wix and MailChimp solutions.
- Good knowledge of Google Business, Bing, LinkedIn and Instagram social media.

**ADDITIONAL NOTES**

Our main office is currently located at the St-Mathieu-de-Beloeil aerodrome. Our Laval office is very modest and not suitable for receiving clients.

Please send us your application via the following email address [rh@koptrimage.com](mailto:rh@koptrimage.com)

Thank you for your interest in our company, only successful applications will be contacted.