About the Service: SEO/Social Media Management

Client has described the project as follows: Client has requested a proposal for SEO and Social Media Management.

These are a few responsibilities of a technical assistant on a daily basis, though the person allocated to your projects will be acquainted with high level of writing skills, WP or any other website platform, below are some general descriptions of what is related to the workload and tasks:

SEO Optimization on Website
- Content optimization on posts to add keywords
- Monitoring keywords
- Installation of SEO plugin (if needed)
- Image optimization (correct sizing, meta tags and alts)
- Find content to share (Business Related)
- Link building
- Keyword research
- Social media presence (post optimisation, design, sizing, share on social media, etc)
- Site maps
- Website performance

Social Media Management
- Written content for media
- Facebook, Twitter, Instagram maintenance (among others)
- Reports of comments, likes and status
- Find content to share (Business Related)
- Hootsuit/Sprout Management

Additional Notes:
Since this a project that needs to be worked on a daily basis, here are the most common plans clients purchase for this scope of work:

- **20 Hours per month** - Monthly subscription $314 [Click here]
- **40 Hours per month** - Monthly subscription $594 [Click here]
- **80 Hours per month** - Monthly subscription (Part Time) - Price: $864 [Click here]
- **160 Hours per month** - Monthly subscription (Full Time) - Price: $1,724 [Click here]

All of our plans are based on constant communication using the method you prefer (Skype, Phone, Email) from 9-6 EST. The assistant will send a detailed EOD of work done daily or weekly (as preferred).

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