

A Creative Digital Agency with a solid reputation for positioning a number of established local and international brands in Europe and Africa is growing its Nairobi office. They seek to hire a skilled Senior Account Team Manager

The role combines the skillsets of a Production manager/Project Manager and an Account Manager. The creative will oversee the creative team consisting of social media executives, technical team and other consultants.

1. Overseeing the production process, drawing up a production schedule.
2. Manage the customer relationship, but main strength in production (studio director/manager)
3. Monitoring the production processes and adjusting schedules as needed.
4. Providing technical support to company clients and engaging with specific target markets.
5. Liaise between and manage the in-house team.
6. Making sales for the company and coming up with marketing and communications strategies.
7. Reporting to the company's executive team.

Requirements:

1. Good exposure to CMS (Word Press etc) and Google Analytics (Other Google tools)
2. Age 27-37 years.
3. 2+ years working experience as an accounts manager or production manager in a digital agency.
4. Willingness and curious to learn about new and upcoming technologies.
5. Passionate and flexible for different roles.
7. Excellent marketing skills & digital understanding and interest.
6. Bachelor's/Master's degree in advertising, public relations or a related business field is a big plus though experience is more highly valued.

The position offers a starting salary of between 200 -300 Gross based on the candidate's experience and comprehensive medical insurance cover.

To apply send a detailed copy of your cv and a cover letter highlighting your experience and skills for the role to claudedsouza1@gmail.com with the subject Creative Vacancy. Deadline is 19th January 2015