



JOB DESCRIPTION

Job title : **CREATIVE PLANNING SUPERVISOR**
Direct supervisor : SENIOR CREATIVE PLANNING MANAGER /
CREATIVE PLANNING MANAGER
Working location : 54-56 Hoa Dao St., PhuNhuan Dist., HCMC

A. JOB DESCRIPTION:

- [60%] Creative planning:
 - ✓ Leading the planning phase for all assigned projects. This includes (but not limited to) on ground experience & digital engagement journey.
 - ✓ Participating in digital business development & transformation to the organization.
 - ✓ Work hand-in-hand with Creative team to inspire Creative Director to create the best work.
 - ✓ Devise concepts and strategies that solve problems creatively, fearlessly, and definitively.
- [40%] Projects execution management:
 - ✓ Coordinate with team members in managing executional projects.
 - ✓ Monitoring and optimizing the project performance to ensure the deliverables following confirmed KPIs.
- [10%] People management & planning function optimization
 - ✓ Manage and coach the team to meet the job requirements; build and develop the team members to meet Agency professional standard.
 - ✓ Build the teamwork spirit; make evaluations of staff performance twice per year.
 - ✓ Recommend necessary improvements for the Department (including, but not limited to, the structure, policies, and the training program of the department).

B. JOB REQUIREMENTS:

- Required a BA or College in marketing/ economy/ communication major; good English communications.
- At least 3-year experience with the same tasks; in Advertising, Communication, Marketing at Manager Level is a plus.
- Have intermediate knowledge of marketing, branding, know-hows, method of convincing and proposal composing.
- Learning & updating market trend, needs, technology and company competitive advantages. Be able to share & coach team mate.



Contact information:

If you are interested in working with us, please send your CV to:

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