

TTL Account Manager

Remuneration:	market-related
Location:	Cape Town
Job level:	Junior/Mid
Type:	Permanent
Reference:	#MM9
Company:	ninety9cents

We are seeking a dynamic and driven TTL account manager to join our team, focusing on a prominent national retail client. As a crucial member of our agency, you'll be responsible for managing campaigns, fostering client relationships, and ensuring the successful execution of marketing strategies.

If you are interested in leading and collaborating how we communicate our brands - then look no further. This role will challenge your abilities across channels including (but not limited to) print, digital, web, radio, etc.

Responsibilities include, but not limited to:

- Build and sustain strong and long-lasting relationships with clients.
- Ensuring constant and effective flow of communication between agency, client, and suppliers as well as arranging, attending, and documenting meetings
- Execute and oversee the implementation of campaigns across various platforms, including social media, web, and print advertising.
- Assist with preparation and delivery of top-quality briefs and proposals.
- Coordinate internal strategic, creative, media and production teams to manage jobs from concept to final delivery
- Handling status documents, job bags, campaign costs and invoicing
- Manage effective and accurate delivery of final elements to internal and external suppliers and ensure meticulous activation
- Assist with monitoring effectiveness of campaigns to ensure client campaigns are properly planned and reported on against campaign objectives, KPIs and metrics
- Maintain an active knowledge of industry and marketing trends to assist with proactively advising clients about marketing landscape developments.
- Deliver jobs on time, on budget and continuously exceed client expectations.

Minimum requirements include:

- Advertising agency and/or marketing experience is essential.
- Experience in a client service and/or project management role required
- Experience in running/managing campaigns and/or projects is ideal
- A good understanding of agency and creative process
- Experience with the following platforms/programs: Outlook, Word, PowerPoint, Excel is essential.
- Experience with Workbook, Figma, data analytics platforms is a plus.

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