



INTERNAL RECRUITMENT

SQUARE EXPERIENTIAL COMMUNICATIONS is looking for:

Position: CREATIVE PLANNING MANAGER
Reports to: CREATIVE PLANNING DIRECTOR
Working venue: 55 Trương Quốc Dung Str., W. 10, Phú Nhuận Dist.,

I/ DUTIES:

Creative Planning – 60%:

- 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.

Projects execution management - 30%:

- Coordinate with team members in managing executional projects.
- Monitoring and optimizing the project performance to ensure the deliverables following confirmed KPIs.

People management & planning function optimization – 10%:

- 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)

II/ 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.



III. COMPENSATION & BENEFITS:

Salary & benefits: clear & attractive, which will be discussed at the interview

Contact info:

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- **Phone:** 08. 38421 558 – ext. 305 (Ms. Trúc Nguyễn)

Please consider to apply or/ and recommend to whom, it may concern; we'll contact shortlisted applicants for further discussion.

Thanks,

HC Dept.,