

ACCOUNT SUPERVISOR

We are seeking a responsible, organized, take-charge team player to fulfill the position of Account Supervisor. The candidate must have a University Degree or Advertising Diploma and 5-7 years Advertising Agency experience.

We are looking for a team member who has experience managing several client relationships while leading multiple advertising and design-based projects in various media including tv, radio, newspaper, collateral, digital, website development and social media. The successful candidate must have the ability to multi-task, pay attention to details, meet deadlines and work in a fast paced agency environment.

Tasks will include, but are not limited to, developing and presenting international and local media plans, writing strategic marketing communication plans and creative briefs, preparing project estimates and monthly budget control reports and leading and attending client meetings. The Account Supervisor will provide guidance and support to junior team members, execute projects alongside senior team members and assist in new business pitches. Verbal and written communication skills with both colleagues and clients should be impeccable and you should have a sound knowledge of Word, Excel, Keynote and PowerPoint.



For consideration of the above position, please send your resume including salary expectations to Kathryn Kelly, RBK Advertising Ltd., P.O. Box HM 2678, Hamilton, HM KX or email to katy@rbk.bm
Closing date: **July 29, 2013.**