



VISIBLE RESULTS™

Smarter Retail Loyalty Marketing Solutions

Operations Executive

The role of the Operations Executive is to execute the day-to-day tasks required to operationally run the account. This includes supporting the Account or Senior Account Manager to run projects and campaigns on time, to the highest level of quality and within budget for the Agency. The Operations Executive will be required to work across multiple Client accounts.

Role:

- Provide support for the Account Team.
- Execute all operational aspects of the account.
- Co-ordinate and distribute all admin documents.
- Assist in briefing cross-functional team.
- Execute digital marketing campaigns
- Organise couriers, meetings, logistics
- General administrative tasks

Responsibilities:

- Develop a thorough understanding of the PEP promotional systems & processes and online line-of-business applications, and take ownership of this operation.
- Provide support for the account team.
- Ensure understanding of and participation in, drafting of briefs, schedules, data briefs and assume responsibility for traffic of these documents within the team where appropriate.
- Ensure that internal business departments, production and approvals are received and actions are executed according to the timeline and budget.
- Develop an understanding of our core business – operations and business rules, the Graphicard terminal, the PEP promotion processes, and how creative, copy, and production all come together within the Visible Results marketing platform.
- Develop a thorough understanding of all relevant project components and their interdependencies
- Develop a thorough understanding of the Visible Results database and CRM system, Connect.
- Organise and liaise with Clients on administrative work and project management under the supervision of the Account Manager/Senior Account Manager.
- Develop strong time management and organisation skills, to ensure completion of tasks in an appropriate and efficient way.
- Organise meetings – from the logistics of booking rooms, procuring refreshments, diaries, relevant materials in the room, taxis and AV equipment.
- Anticipate and support the activity of other members of the team.
- Always ask questions, especially if something doesn't make sense.
- Be a positive influencer towards the culture within the agency.

Please send your CV and cover letter to:

Han Le
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