

Operations Director

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Company: Media.Monks

Location: , , Argentina

Category: other-general

Media.Monks is looking for an Operations Director to join our high energy team for one of our large tech clients. You will lead the regional team and partner closely with the team's global senior leadership, client marketing partners, and internal marketing teams to support creative marketing initiatives. The ideal candidate is a go-getter who jumps on new opportunities, gets nerdy about what they do, and works quickly and flexibly to get the job done.

Responsibilities

- Partner with clients to develop the overall program approach and timeline. Drive overall project management to ensure deliverables are produced on time, on budget, and to clients' specifications.
- Manage day-to-day communications with the client and project teams.
- Partner with the client leads on writing creative briefs to communicate project requirements for design and copywriting teams; act as point of contact for execution and guide the creative team to deliver creative that maps to overall strategy.
- Project manage creative execution across all key program areas and marketing channels, including in-app banners, digital billboards, video, social, presentation decks, website, digital flyers, etc.
- Lead creative exploration exercises to produce templates, test new creative formats, and promote new product experiences.
- Partner with UX team and external agencies to lead projects requiring custom creative assets for seasonal and cultural moments, and live events.
- Liaise with regional teams on global scaled campaigns, run projects requiring localization of creative assets, and help traffic final assets.
- Create, update, and maintain project documentation and provide regular updates to client and team members.
- Build and maintain key relationships with client teams and internal discipline leads.

Qualifications

8+ years experience in a fast paced client side or agency marketing team with an understanding of the

fundamentals of marketing practices and principles
Experience managing clients, ideally experience working with high-tech clients.
Demonstrated ability to work independently, run with ambiguity, and thrive with challenges
Must be a self-starter who can operate in a constantly evolving team environment
Excellent written communication skills with an extreme attention to detail
Seasoned at managing multiple complex projects simultaneously
A knack for unraveling complex problems and processes in an easy to understand way
High energy and go getter attitude; comfortable working autonomously
Must have excellent problem solving and analysis skills with presentation development skills
Experience in project management with substantial cross-functional interaction and a demonstrated ability to work successfully in a virtual global environment
Experience in developing detailed project proposals and estimates, and tracking utilization against project budgets
Skilled communicator with strong written and verbal communication skills in English, including both professional and casual style of communication
Proficient in Google docs, slides, sheets or equivalent (e.g., Word, PowerPoint, Excel)
#LI-FC1 #LI-MP1 #LI-Hybrid

About Media.Monks: Media.Monks is the purely digital operating brand of S4Capital plc that connects 8,600+ digital natives across one global team. We are united by a mission to shift industries forward and pave the path towards ambitious outcomes so our clients and our people can realize their full potential for growth. Our unified model combines solutions in media, data, social, platforms, studio, experience, brand and technology services to help our clients continuously reinvent themselves throughout increasingly rapid cycles of disruption. Our efforts to shape culture, build innovative technologies and unlock the future of growth have earned recognition from numerous esteemed panels: we maintain a constant presence on Adweek's Fastest Growing lists (2019-22), regular recognition at Cannes Lions, inclusion in AdExchanger's Programmatic Power Players (2020-23), the title of Webby Production Company of the Year (2021-23), a record number of FWAs, and have earned a spot on Newsweek's Top 100 Global Most Loved Workplaces 2023. Together, these achievements solidify our experience in digital innovation, excellence in craft, and commitment to personal growth.

While we continue to grow our teams, please be mindful of fraudulent job postings and recruiting activities that may use our company name and information. Please be mindful to protect your personal information, especially your national identification number, and bank account information during a recruiting process. While Media.Monks may reach out to potential candidates via LinkedIn, we will always ask applicants to apply through our website (<https://media.monks.com/careers>) and will never ask for payment or bank account

information during the recruitment process. Disclaimer: Responsible for resourcing and implementing security controls for your teams processes and systems Responsible that all your personnel apply information security in accordance with the established information security policy Interested? Apply for this job! First Name* Last Name* Email* Phone LinkedIn Profile Would you say you have a native or an excellent bilingual level of oral and written English?* Yes No Uploads Supported Files: pdf, doc, docx, txt and rtf Resume / CV* Supported Files: pdf, doc, docx, txt and rtf Media. Monks does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity or any other reason prohibited by law in provision of employment opportunities and benefits. Media. Monks collects and processes personal data in accordance with applicable data protection laws. Please see the Privacy Policy for further details.

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