

Tag:

TAG WORLDWIDE : ACCOUNT COORDINATOR 채용의 건

www.tagworldwide.com

영국계 광고 크리에이티브 에이전시

* 업무 내용 : 제약 회사 쪽 광고 기획 지원 업무

* 채용 사항 : 신입 혹은 0~3년 미만의 광고/홍보/마케팅 분야 경력사원

* 지원 요건 : 근무 시간 중 주로 영국, 상해, 싱가포르 쪽과 함께 업무하므로, 영어로 의사소통이 자유로워야함.

지원 요건에 대한 자세한 사항은 하단의 Experience / Qualification, Key Roles & Responsibilities 를 참조

* 근무 조건 : 주 5일 근무 / 9시 ~6시

* 근무지역 : 5/6호선 공덕역

* 필요 서류 : 영문 이력서 및 영문 자기 소개서 (Cover letter & Detailed Resume)

* 진행 절차 : 서류 심사 후 면접 심사

o 1차 서류 심사 : 영문 이력서 및 자기 소개서를 아래의 이메일로 전달
김나래 부장 / nkim@tagworldwide.com

o 서류 심사가 통과된 합격자에 한해 2차 면접 개별 통보

* 서류 마감 일정 : 2013년 7월 8일 월요일 저녁 6시까지

Company Background

Tag is an international design and production agency dedicated to helping clients and agencies create, manage and deliver their brand messages across the world. We bring consistency, efficiency and more than a little flair to complex global campaigns.

In a world where brand consistency, campaign synchronicity and time to market are key, Tag essentially enables you to produce and rapidly disseminate your creative ideas across disparate media and markets, ensuring you have the best press ad, web banner, TV commercial, packaging, poster, DM pack, leaflet or brochure in the right place at the right time.

Our people are an integral part of our success. We pride ourselves on the fact that we have a loyal, hard-working team of highly skilled, talented people. Staff turnover is low, the packages and benefits we offer are excellent and perhaps more importantly there is a really positive atmosphere here at Tag. We are constantly looking for bright enthusiastic people to join our team and share in our success.



Tag: London



Tag: New York

Experience / Qualification:

- Minimum Degree in related field
- Fresh graduates may apply
- Written and Spoken proficiency in English and Korean is mandatory
- Additional language is an advantage
- Interest and/or experience in the Pharmaceutical industry is key
- Eye for detail and interpersonal skills, even when working under tight schedules and pressure
- Organized, task oriented and possess ability to efficiently manage multiple projects simultaneously
- Day-to-day work will require confident use of Microsoft Word, Excel and PowerPoint

Key Roles & Responsibilities:

- Key account representative for Tag in Asia
- Brand guardianship of all advertising and marketing materials, which includes proof reading with general understanding of Pharmaceutical terminologies
- Liaise with clients to retrieve necessary and accurate information for Product brochures, Point of sale materials and websites
- Understanding of client's products and services to ensure effective layout and categorization of information
- Maintain overall quality control on all deliverables and ensure deadlines are met
- Manage the client's Digital Asset Library and Database
- Take charge of administrative work according to Tag requirements
- All roles to report in directly to Regional office in Singapore, under supervision from Account Director or Senior Account Manager in local markets.