

Office Manager /Junior Account Executive

Acceleration provides unrivalled digital marketing consulting, outsourcing and technology services to clients around the world. We have more than a decade of experience creating client focussed solutions that optimise Software as a Service marketing technologies, automate complex processes, harmonize technology and maximize our clients' return on digital investments.

With key offices in London, New York and Cape Town, Acceleration employs expert teams throughout North America, South America, Europe, the Middle East and Africa, and maintains strategic partnerships with industry leaders.

Acceleration is seeking an Office Manager to assist in the smooth running of a busy New York office. Apart from ensuring the smooth running of our office you would also assist our Business Director Buy-Side in managing our Agency client portfolio. The successful candidate will be familiar with the digital marketing arena and be looking to progress their career in this fast-paced, exciting industry.

Key objectives

- ▣ General office administration
- ▣ Manage Provide operational support on the Agency portfolio

Reporting and Management Structures

- ▣ You will report to the Business Director Buy Side based in New York
- ▣ You will also work closely with Managing Director – North America
- ▣ You will have regular contact with the Finance and Administration teams based in South Africa

Responsibilities

- ▣ Office admin such as Amex bills, deposits, ordering stationery etc
- ▣ Work on the agency clients as a project coordinator
- ▣ Day to day operations as coordinator
 - Provide operational oversight of campaign management services
 - Facilitate client meetings with Acceleration technical/consulting specialists
 - Escalate trafficking or campaign issues
 - Update Pricing sheets and check invoicing – month end cost preparations for invoicing including final invoice verification and client questions



Requirements

- ▣ A tertiary qualification
- ▣ Experience with enterprise level digital marketing technologies an advantage
- ▣ At least 2 years experience in the online marketing industry in North America
- ▣ Strong business/commercial acumen

Competencies

- ▣ Highly motivated and a proven self-starter
- ▣ High levels of personal accountability
- ▣ Excellent communication skills
- ▣ Comfortable with deadlines and pressure
- ▣ Strong team player
- ▣ Organized and effective project manager
- ▣ Excellent attention to detail
- ▣ Strategic planning and implementation - able to prioritize effectively, multi-task and achieve project and program objectives within time and budget

[Please email us if you are interested in becoming ' Office Manager /Junior Account Executive'](#)