

Job Description
Executive - Partnerships Team

Key Requirements:

- Bachelor's degree in related field or any field.
- 6 months to 1.5 years of experience in a digital media role
- Proficiency in using digital marketing platforms and tools like ComScore and SimilarWeb
- Basic understanding of digital media planning and execution.
- Excellent written and verbal communication skills
- Strong proficiency in PowerPoint and Excel.
- Analytical mindset with a focus on data analysis.
- Ability to work in a fast-paced, deadline-driven environment.
- Good team player with strong organizational and multitasking skills.

Key Responsibilities:

- Assist in campaign planning and execution, ensuring alignment with objectives.
- Create reports and post-evaluation summaries for ongoing and completed campaigns.
- Prepare and deliver high-quality presentations (PPTs) for internal and external stakeholders.
- Decode client briefs and collaborate with the client servicing (CS) team to ensure clear communication.
- Analyze data to identify trends and performance metrics.
- Provide general support to ensure the seamless execution of digital campaigns.