

CHIEF OPERATIONS OFFICER

JOB DESCRIPTION

MISSION:

Our COO will oversee the agency's day-to-day operations. This will cover everything the agency does, from briefings to the deliveries.

He or she will ensure we successfully serve our beloved clients whilst the team is enjoying the day to day to the max. This involves a number of elements, from supporting the team, over unblocking issues and dealing with partners and challenging situations to managing the interpersonal relationships and making sure the team has everything they need, etc.

It will also be his or her job to make sure the production team knows what's coming down the pipeline, and to oversee scheduling and other pre-preparation work.

Reporting to and cooperating actively with the management, our COO will be empowered to help, support, love and drive the daily operational life at Your Agency.

PROFILE:

OUR FUTURE COO HAS 3 PASSIONS:

- Bring structure.
- Smooth processes out.
- Get things done.

This means our COO will be an unconditional structured problem solver, who's analytical enough to break down problems into their core issues and draw fast conclusions on what has to be done to reach the goals.

OUR LOVELY COO WILL:

- Have outstanding organizational abilities.
- Have great leadership capabilities: soft skills, coaching and communication skills.
- Have a limitless desire to make Your Agency the best place to work ever.
- Be an expert in problem-solving and focused on «learning by doing».
- Be able to adapt work within a flexible working environment.
- Be able to work autonomous and bring new initiatives to the table.
- Be dynamic and creative.

WHAT SHOULD OUR FUTURE COO BRING TO THE TABLE:

- 5+ years of relevant experience in a digital & non-digital marketing and communication environment.
- Structured soul but flexible heart. Or the opposite.
- Multitasking management capabilities.
- Excellent people skills.
- Ability to partner with a young, talented, dynamic and creative team.
- Ability to work within a rapidly changing environment, where technology, creativity and flexibility are keywords.
- Demonstrated experience in client relations.
- Demonstrated experience in team management.
- Full professional proficiency (written and spoken) in English.

The logo for 'Your Agency*' is written in a black, elegant cursive script. The word 'Your' is smaller and positioned above 'Agency'. A small asterisk is placed at the end of the word 'Agency'.