

KAIMERA

CLIENT COORDINATOR

Want to join one of the most dynamic, energetic, progressive media agencies in Australia?

Kaimera is currently the fastest growing media agency in Australia based in Surry Hills, Sydney.

Kaimera is an independent full-service media agency built on a foundation of transparency and trust. Digital is at the core of everything we do, but it is the people who are the heart & soul of Kaimera.

We are people clients trust to deliver growth and success to their businesses. We are looking for people who also fit this bill and want to work for a growing agency.

As a full-service media agency, we specialise in Communications Strategy, Media Planning, Trading, Display, SEO, PPC, Analytics and Mobile.

THE OPPORTUNITY

We're currently on the lookout for a talented graduate with relevant education and/or experience in advertising.

Kaimera offers a great working environment, all the frills and perks you'd expect from an agency and the necessary support & structured training you need to become a rock star media guru.

THE ROLE

The Client Coordinator role is to ensure advertising campaigns are implemented and performing to their full capacity, and is responsible for: Campaign Management, Material Instructions/Creative Specs, Trafficking, Competitive Analysis and General Agency Processes.

It is an entry level role that provides key contribution and support to the entire team. As we are a small team sharing our values of; Trust, Agility and Passion will be the difference between success and failure.

KEY SKILLS

- Build market and industry knowledge
- Highly analytical and creative problem-solving skills
- Enthusiastic and passionate about being a member of the team
- Outstanding interpersonal, written and verbal communications skills with the ability to build long-term relationships
- Great organisational skills and good time management are critical
- Ability to manage multiple tasks simultaneously
- Excellent attention to detail
- A passion for new technology
- Very strong Excel and Powerpoint skills
- Applicants MUST have the right to work within Australia

If you feel like this is the right job for you then please email your CV (do people still have CVs?) or LinkedIn profile to hello@kaimera.com.au and we will arrange a soy chai tea for a chat.