

## **LABEL. THE brand.intelligence™ COMPANY**

LABEL.THE brand.intelligence COMPANY. aims to help brands to get closer and communicate better with their clients by combining the best of online and offline. To do that, we deliver a full range of integrated marketing services including, brand management, web & multimedia and e-commerce solutions. Our client base includes large multinationals and local Swiss companies across a broad base of industries. Based in downtown Geneva, we employ over 50 specialists.

We are currently looking for a

### **Client and Project Manager**

#### Duties and Responsibilities:

- Lead and manage a portfolio of accounts
- Understand, define and analyse clients needs and business in order to prepare adequate briefs and offers
- Communicate effectively brief and project expectations to team members and stakeholders in a timely and clear fashion
- Monitor project development and delivery in due time and liaise with project stakeholders on an ongoing basis
- Coordinate closely with all departments to ensure understanding and alignment of client needs
- Own and manage client project profitability, timely invoicing and follow-up
- Create and maintain effective and strong customer communications programs including on-site visits, entertainment, etc.
- Build, maintain and grow business relationships with existing clients
- Maximises revenue opportunities and project profitability
- Follow internal procedure for projects and clients management as well as inter-department collaboration

#### Profile:

- Demonstrate excellent organisational skills and an attention to detail
- Excellent communication and interpersonal skills
- Solid knowledge of project management best practices
- Good business sense and ability to work to budgets
- International mind-set
- Results driven

#### Requirements:

- Min. 4 years experience in marketing/branding/communications/sales/web
- Fluent English & French
- Bachelors degree or equivalent
- Swiss or valid working permit

#### We offer:

- A highly dynamic working environment with a young, motivated and enthusiastic team
- An opportunity to work with an international client base from various industries
- Join a company that is innovative and at the forefront of digital marketing offerings

If you are passionate about your job and its evolution, you consider clients are your first priority, and you always come pragmatically with a solution and not a problem, we encourage you to send us your personal and professional details. Contact us now!

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