



Assistant Program Manager at TCC Global


Industry: Marketing and Advertising for Retailers

Location: Brazilian Office in São Paulo

Office hours: Full-time job

Contract: Temporary (6 months)

About TCC Global

 believes that loyalty is precious, it must be earned and rewarded. In fact, we believe that in the retail industry, nothing is more important than loyalty. So, we work closely with our partners to develop fresh and exciting campaigns, that connect with shoppers and inspire their loyalty, and that are linked on a deep level to a retailer's marketing strategy. Campaigns that change how shoppers think, act and feel about a retailer. Campaigns that not only bring an immediate sales benefit, but over time deliver real and lasting value.

<http://www.tccglobal.com>

General Description

Management of loyalty programs. To provide support in all program activities, including preparation of project timelines, delivery schedule, and program reports. To maintain close liaison with both internal departments and the client's operations and warehouse team, and coordinate program activities at the operational and store level.

Job Duties

- Program management: Planning of program; Planning and secure logistical process; Import process coordination; Processing invoices and sending them to the client and Evaluation of the program
- Commercial/Sales Support: Support retailer with in-store execution and Commercial evaluation of the program
- Program analysis: Program control through analysing and interpreting sales results and program trends and financial closing and evaluation of loyalty program
- Reporting: Provide weekly and monthly program results

Job Requirement

- University graduate or above in Marketing, International Relations, Economics, Business or associated areas
- Previous experience and exposure to marketing campaigns is preferred
- Work well under pressure with strong time management and organizational skills combined with the ability to manage competing priorities, handle multiple projects and coordinate cross functionally
- Excellent verbal and written communication skills, able to develop and manage effective working relationships with internal and external parties across different cultures
- With strong commercial sense and good at numbers
- Computer proficiency in Excel, PowerPoint and Word. Other computer tools are preferred
- Mature and passionate about work
- Fluent in English and Spanish
- Willing to travel

Contact

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