



JOURNAL INTERNATIONAL EXPERIENCE GmbH partners with leading premium brands worldwide to deliver a range of tailored solutions. Our services encompass high-level content marketing solutions with magazines, websites, apps, social media channels and more as well as bespoke customer benefit strategies with a combination of events, offers and privileges created and managed exclusively for our clients.

We are currently recruiting for the position of

> [Creative Campaign Coordinator \(m/f\)](#)

The CREATIVE CAMPAIGNS COORDINATOR is an integral role within the American Express team at Journal International Experience, designed to coordinate and execute commercially generated custom advertising solutions across the American Express Lifestyle Magazines and their corresponding websites. The successful candidate will become the advertising client's main point of contact from the point of booking until final sign-off of the campaign.

Your Key Tasks:

- Liaise with the Advertising Sales department to determine the scope and nature of prospective print and digital creative campaigns;
- Support the Editorial Director and Director of Strategic Partnerships to develop creative concepts which meet the requirements and aims of the advertising client's focus or brief;
- Liaise with the Production Director, Editorial Team and Digital Development Team to ascertain feasibility and associated costs of any special campaign requirements;
- Prepare project details, timelines, visuals and presentations to support proactive pitches and proposals;
- Provide timely feedback to the Advertising Sales team regarding timelines, feasibility and potential additional costs for individual proposals ;
- Maintain an accurate overview of all booked and optioned campaigns, communicating creation timelines, requirements and placements to all relevant internal departments;
- Drive and coordinate the delivery of print and digital creative campaigns to the agreed timelines and standards, working closely with the Art, Photo, Editorial and Digital departments to ensure accurate briefing and execution;
- Organise translations of promotions, where required, via our global network of local editors;
- Coordinate feedback rounds and approval of promotions with the client and American Express;
- Document and maintain relevant campaign information to enable effective post-campaign analysis and proactively provide suggestions for optimisation of campaigns;
- Maintain an archive of all executed creative campaigns, as well as building a pool of ideas which can be applied to new clients, industry categories and campaigns.

Your Profile:

- Perfect written and spoken English. German would be an advantage;
- Proven experience in handling key account relationships and professional communication with external stakeholders;
- Excellent organisational skills and attention to detail;
- Experience of managing projects to tight deadlines;
- Excellent communication skills, and the ability to communicate project details clearly, accurately and in a timely manner;
- Ability to multi-task and work to the highest standards under pressure;
- Proofreading and fact checking skills;
- Copywriting skills (English) would be advantageous;
- Knowledge of Adobe Creative Suite (Photoshop, InDesign) would be beneficial;
- Previous experience with CMS and digital publishing would be advantageous.

What we offer:

- 28 days annual leave;
- By availability: Underground parking space;
- barrier-free access;
- grant to the company pension;
- possibility of trainings;
- dynamic media environment with exciting projects;
- flat hierarchy and an international team;
- diverse range of tasks, much personal responsibility and the possibility to grow.

This position is for an immediate start, on a 12-month fixed-term, with possible extension thereafter.

Please send your CV and covering letter, accompanied by your salary expectations and possible start date to

journal-international-experience-gmbh-jobs@m.personio.de.

Journal International Experience GmbH

Hanns-Seidel-Platz 5

81737 München

Tel. +49 89 642797-0

www.jiexperience.com