

Production and Commercial Development Manager

Singapore, Toa Payoh Central, Central Region

Full Time

Responsibilities:

- Responsible for the commercial and marketing work related to TEL.
- Responsible for daily coordination, supervision and scheduling of new and existing media campaigns.
- Liaise with advertisers and production houses for the production work and work closely with the Operation Manager to ensure smooth operations.
- Respond to SMRT and LTA's enquiries in a timely and efficient manner.
- Ensure all production work carried out in the advertising and promotion space is in compliance with the requirement as set out in the Concession Agreement with LTA and Master Licence Agreement with SMRT.
- Provide full spectrum of administrative support to Operations team

Requirements

- Degree or above
- 5 years of relevant experience with at least 2 years at managerial / supervisory level
- With relevant experience in outdoor media industry and digital signage is a definite advantage
- Ability to work independently with minimum supervision and strong sense of responsibility
- Good leadership, Detail-minded, result-oriented and capable to solve problem
- Good command of written and communication skills in both English and Chinese (Mandarin/Cantonese)