

If you think you are qualified/interested, please send your resume in word, confirming your salary at 42K max. And of course your availability. If you are not fluent in French, do not apply. Make sure to cc my colleague, Sarah Townsend on this position, as she will be assisting in the search. Thanks! Stownsend@choiceco.com

Global Network Communications Account Executive

* College Graduate with 2ish years industry experience. Their career to date should have been as an Account Coordinator/Assistant Account Exec in an advertising agency, PR agency or other communications' type agency; ideally an agency that's part of a network. It is also possible that the person has a background in marketing, PR, communications on the client side, they might have worked for a major company such as L'Oreal.

They need to have proven project management skills. In their current job they should have responsibility for running projects & managing deadlines.

They'll be part of the Global Network Communications Team that develops and coordinates internal communication to 13,000 people. So we're looking for someone who is super articulate, who enjoys and is an excellent communicator. It is crucial that they are a good writer and editor.

We're looking for a person who has an upbeat personality. They need to be able to take the initiative and run with projects, they need to be dynamic, motivated and a self starter

They need to be fluent in French.

The role will involve the:

- Daily management of an all staff email communication with daily news about our client and the wider industry
- Internal communication initiatives such as webcasts, new company intranet site
- Developing new knowledge sharing tools
- Relationship building with the clients' Worldwide offices around the world
- Working into the Global Network Communications Manager