

Job Title: Junior Producer

About Spotzer

Spotzer Media Group (www.spotzer.com) provides small businesses with full service solutions for creating and maintaining online content that search engines and social networks reward with high exposure. Our solutions feature websites, videos, mobile sites and social media, with all packages including a combination of upfront creative production and ongoing services to refresh, redistribute and further optimize content to improve search rankings and engage followers.

Based in Amsterdam and with offices in the United States and Australia, we have produced online presence for more than 54,000 satisfied small businesses in 16 countries. We were founded in 2006 and are backed by major US and European venture capital investors.

Position

You will be responsible for the creation of advertising templates for a wide range of business categories. These templates range from online video ads to webpages and websites. You will be planning and executing productions in large batches, often a few of these at the same time. It is not uncommon to create 20 video ads or websites in just one batch.

These projects need to be managed on time, on budget and on quality. To this end, you perform a variety of tasks including coordinating all resources and stakeholders; setting deadlines; assigning responsibilities; and monitoring, summarizing and communicating the progress of the projects. Most projects involve communications planners, copywriters, voice-over talent, image specialists, proofreaders, video editors and website designers.

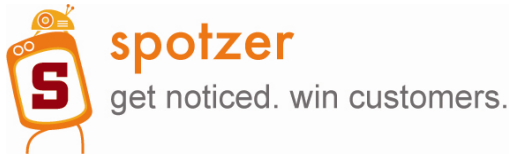
To ensure quality in every step of the creative process, you need to have a good understanding of communications strategies and best practices, as well as the ability to brief and coach creatives. A creative eye is definitely a pro for this position.

You will be working in a team of highly motivated, young people, while interfacing with all parts of our organization.

The position will be based in our Amsterdam headquarters.

Primary tasks & responsibilities:

- Book and brief creatives to create storyboards and content
- Review, QA and troubleshoot creative work
- Ingesting the assets into our libraries
- Define process and tool improvements
- Report progress and identify bottlenecks



Qualifications and Experience

- 1-3 years' experience in the communications industry e.g. advertising agency, media production environment, marketing department.
- Solid understanding of advertising theory and best practices.
- Keen eye to judge creative work.
- Ability to work collaboratively within a team.
- Work independently to meet goals.
- Focused on details and well organized.
- Being able to keep track of a high volume of projects, multitask and prioritize.

Education and Skills

- Bachelor or Master in Communications or Marketing studies.
- Proven project management skills.
- Excellent interpersonal skills.
- Strong communication and negotiation skills.
- Flexible and able to switch between different tasks.
- Strong English language skill is mandatory, fluency in either Swedish, Norwegian, Danish, German, Turkish, or Dutch are a strong plus.
- MS Excel intermediate level.
- Basic knowledge of design and editing programs (e.g. Photoshop, Illustrator, Final Cut Pro) preferred.

Compensation

Competitive compensation package.

Contact & Deadline

If you think that you meet these requirements and you're ready to join a dynamic, international company that is growing rapidly, send your letter of motivation and resume, **before the 15th of March 2012**, to Willem Wijnans, HR Manager at: recruiting@spotzer.com (Telephone number: +31 20 305 4135).

For more information about the position contact Mischa van Lomm, Senior Producer at mvanlomm@spotzer.com.

No agency solicitations for this position will be considered.