

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-478-2021
Company Name	Emakina.lb
Industry	Information Technology & Services
Vacancy	Senior Production Manager
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full-time
Major(s)	
Degree	BA
Years of Experience	5 to 8
Location	Beirut - Badaro
Remuneration & Benefits	
Tasks & Responsibilities	<p><b>Project Delivery and supervision</b> You will supervise and support the project delivery of all operational aspects of this client:</p> <ul style="list-style-type: none"> <li>• Develop, align and/or approve budgets and operations</li> <li>• Plan the programs from start to completion involving deadlines, milestones, and processes</li> <li>• Work with Project Managers to forecast schedules, determine priorities and allocate tasks.</li> <li>• Monitor for operations or production issues to escalate and assemble as well as lead a team to quick solutions.</li> <li>• Ensure quality of all projects we deliver (CRO, strategy, research, design, development, digital...)</li> <li>• Ensure delivery and drive profit for all client projects</li> <li>• Manage directly (as a project manager) the most impactful and the riskiest projects</li> </ul>

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### **Internal efficiency**

- Align with the Production Director to apply / improve Emakina standards
- Devise evaluation strategies to monitor performance and determine the need for improvements
- Discover ways to enhance efficiency and productivity of procedures and people
- Ensure program operations and activities adhere to legal guidelines and internal policies

### **Team management**

- Responsible for the day-to-day operations of multi-disciplined team
- Apply change, risk and resource management principles when needed
- Design and implement onboarding, new employee training and ongoing education programs.
- Plan, organize and lead teams for internal initiatives and ensure accountability.
- Assist in the hiring process for new team members.

### **Client relationship**

- Consolidate and improve client's trust and relationship and growth together with the Client Service Director
- Support the Client Service Director in the validation and feasibility of offers.
- Recognizes and develops opportunities to boost clients' new business.
- Handle client issues and develop quick and structural solutions together with the team members

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### Profile

- You have a very strong agency experience in either the same role or as Senior Project/Program Manager on many digital projects
- You are a demonstrated problem solver and manage stress and priorities easily
- You know how to motivate and inspire people
- You are very structured and master all tools needed to improve efficiency of digital projects
- Critical thinking skills.
- Very good organizational skills
- Self-motivated with the ability to multitask
- English fluent. French is a plus