



BRIDGE
Creative Agency
for Social Impact
is hiring
Account Executive

Start Date:
 ASAP

Contact:
work@bridge.com.mm

Who is this job for?

If you enjoy multitasking and being involved in a wide range of activities

If you are energetic, proactive and someone who loves getting things done

If you can create ideas and solve or turn problems into opportunities

If you are a self-starter and have a natural tendency to lead, initiate and organize

If you like working and interacting with people

If you want to do some good

You should demonstrate:

Exceptional organizational & coordination skills and ability to prioritize and work in a structured way

Experience in setting deadlines, developing schedules and managing timelines

Excellent interpersonal skills and an ability to communicate effectively with various stakeholders

Fluent in written and spoken English and Burmese

Proactive mentality with a drive to get things done

Excitement about the social impact work that Bridge does and an interest for the creative industry, arts, and social behavioral change communication

As a **ACCOUNT EXECUTIVE**, you will be expected to work on multiple creative projects at the same time. You will need a good understanding of project management and how to create efficiencies within projects and resources, under the mentorship of one of the Account Managers. Together with the creative team you will ensure that ideas and projects are realized and well suited to client needs. You will help them to keep projects on track, communicate with different stakeholders and manage external suppliers such as creative freelancers, producers, printers etc. .

This job requires somebody who loves to get things done and to help others make things happen. You must be a clear communicator, confident with clients & suppliers and a meticulous planner and doer. You have an interest in high quality creative work and enjoy coming up with innovative ideas and turning them into reality.

Bridge provides many opportunities to learn and for growth in the organization. We're guessing this would be a good spot for a young and ambitious person with good planning & organizational skills, looking to take a lead on inspiring projects that benefit Myanmar—but please do surprise us!

Responsibilities:

Work with the accounts team to estimate, schedule, monitor and hit deadlines and budgets

Work with the creative team at Bridge and external contributors to ensure timely and quality execution

Collaborate productively with designers, strategists, and in-house content specialists

Be responsible for checking and reviewing creative output

Plan and oversee production activities such as printing, events or film productions

Represent Bridge in external meetings, receive and manage feedback and build trust

Support the Accounts Team with preparation of budgets and cost proposals

BENEFITS:

- Above industry pay scale
- Use of an Apple laptop, or help buying one of your own
- The software you need, a power bank and monthly phone credit
- Emergency health cover contribution.
- Flexible work hours, working from home or downtown office

APPLY NOW

Please send a short cover letter and your CV to work@bridge.com.mm. If shortlisted, we will interview.

About Bridge: Bridge is a creative agency for social impact. We help organizations create scalable impact and people change for good, through communications interventions that deliver sustainable social and behavioral change.

We do this across many sectors and/or thematic areas including child protection, education, health, youth empowerment, gender equality and human rights. Our award-winning social and behavior change communication services range from strategy to concept development and campaign roll-out.

We are a diverse team of experienced professionals with a mix of backgrounds in academia, established private and development sector organizations and diverse religions, genders and sexualities. We provide equal opportunities and a fun, inclusive environment for all our employees. Please apply whatever your ethnic origin, national origin, gender, race, colour, religious beliefs, disability, sexual orientation or age.

Find out more at bridge.com.mm.