



Lima Bean is looking for a driven and passionate digital account administrator to manage offshore resources. The candidate must possess a strong understanding of the online space, be both technically and creatively minded and willing to learn and grow their skills. The candidate must be extremely organised with a high level of attention to detail, communicate well, strive for quality and excellence and have at least two years' experience working at a digital agency or software development company.

JOB SPECIFICATION

Position Title	Digital Account Administrator
Location	Cape Town
Job Type	Permanent
Start Date	ASAP
Salary	Neg. depending on skills and experience

PURPOSE

The purpose of the job is to manage offshore resources and their tasks, manage project deadlines within a team environment. Tasks will include assisting in managing project deliverables, managing offshore developers, making sure their work is completed, committed as well as performing QA on their work. You will be responsible for the quality of work produced by the offshore team as well as daily management and performance management of the offshore resources.

The candidate will report directly to and work closely with Lima Bean's COO.

WE'VE GOT:

- An extremely smart and skilled team of professionals
- World class coffee
- Drinks for after work on Fridays

WE DON'T:

- Manage people with the "whip"
- Run out of coffee
- Judge you if you need to stay at home for a day because your geyser burst and the plumber hasn't arrived and isn't returning your calls
- Have a dress code

IMMEDIATE ROLES AND RESPONSIBILITIES

- Managing offshore resources
- Managing quality of deliverables of the offshore resources

- Managing deadlines
- Reporting on project statuses and deliverables
- Performing QA on the work

PERSONAL ATTRIBUTES

- High level of attention to detail
- Passion for quality
- Excellent organisational and time management skills
- Excellent verbal and written communications skills
- Creative understanding and the ability to judge web usability and creative work
- Self-motivated
- Proactive
- Display leadership traits

MINIMUM SKILLS, QUALIFICATIONS AND EXPERIENCE

Essential

- Minimum 2 years' experience working as a Digital Account Manager in a digital agency or software development company.
- Relevant diploma or degree
- A passion to learn and grow technical skills

Preferable

- An understanding of digital user experience principles
- An understanding of SEO
- A good creative eye
- An understanding of HTML/CSS

To apply for this position please email your CV to careers@limabean.co.za.