

## **CloudedEquity Group - Job Advert**

**Position:** Executive Coordinator to the CEO – Administration and Marketing

**Location:** Douala, Cameroon

**Reports To:** Chief Executive Officer (CEO)

**Employment Type:** Full-Time

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### **Role Overview:**

We are seeking a highly organized and proactive **Executive Coordinator** to provide comprehensive administrative and marketing support to the CEO. This role requires a detail-oriented professional who can manage diverse responsibilities, including administrative tasks, marketing coordination, and strategic initiatives, ensuring the CEO operates efficiently and effectively in leading the organization. Initial focus will be on business development activities for **PlentiMeat**, a next-generation solution for premium meats, poultry, and seafood, by CloudedEquity Group.

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### **Key Responsibilities:**

#### **1. Administrative Support**

- Serve as the primary point of contact for internal and external communications on behalf of the CEO.
- Manage the CEO's calendar, appointments, and travel arrangements.
- Prepare, edit, and organize correspondence, reports, presentations, and meeting agendas.
- Maintain confidentiality and handle sensitive information with discretion.
- Coordinate and follow up on tasks and projects assigned by the CEO to internal teams.

#### **2. Marketing Coordination**

- Assist in planning and executing marketing campaigns, including social media management, email marketing, and promotional activities.
- Coordinate with marketing teams and external agencies to align activities with the company's brand strategy.
- Research market trends, competitive landscape, and customer insights to support marketing initiatives.
- Track marketing campaign performance and prepare reports for review.

#### **3. Strategic Support**

- Participate in planning sessions and assist in translating strategic priorities into actionable plans.
- Conduct research and analysis to support decision-making, including preparing executive briefs.
- Manage special projects as assigned by the CEO, ensuring timely delivery and alignment with company goals.

#### **4. Office and Operations Management**

- Oversee administrative processes and systems to ensure organizational efficiency.
- Maintain a well-organized digital and physical filing system for easy retrieval of documents.
- Support the onboarding of new staff, especially in administrative and marketing functions.

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#### **Qualifications and Skills:**

- **Education:** Bachelor's degree in business administration, Marketing, Communications, or a related field.
- **Experience:**
  - 2-5 years of experience in executive support, administration, or marketing coordination roles.
  - Experience in managing multiple stakeholders and priorities in a fast-paced environment.
- **Skills:**
  - Strong organizational and time-management skills with a meticulous eye for detail.
  - Excellent verbal and written communication skills.
  - Bilingual (French and English)
  - Proficiency in Microsoft Office Suite, project management tools, and marketing platforms (e.g., social media scheduling tools, email marketing software).
  - Ability to work independently and make informed decisions.
  - Creative problem-solving and proactive approach to challenges.

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#### **Preferred Attributes:**

- Experience in marketing campaign execution or brand management.
- Familiarity with the FMCG sector.

- Passion for organizational efficiency and driving impactful results.

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#### **What We Offer:**

- Competitive compensation and benefits, with attractive sales commissions.
- Opportunity to work closely with the leadership team and contribute to strategic decision-making.
- Professional development opportunities and exposure to diverse responsibilities.
- A collaborative and dynamic work environment.

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#### **Application Process:**

Interested candidates should submit their CV, a cover letter detailing relevant experience, and at least two references to **info@cloudedequity.com**. Applications close on **30 November 2024**.