



Example of VP, Creative Job Description

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Our company is growing rapidly and is hiring for a VP, creative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for VP, creative

- Assist in approvals for time off requests and travel requests
- Compose, edit and prepare all outgoing "formal" correspondence
- Create and/or enter data for reports, formulas, updates, goals, technical bulletins, presentations
- Organize quarterly department meetings
- Maintain department records (employee database, phone lists, calling tree,), updating when needed
- Work with Administrative Group on team events and projects
- Primary contact for all sick calls, bereavements
- Arrange for travel and provide onsite support for visiting consultants working with Creative
- Further build out and maintain the creative process from end to end
- Know how to build, lead and maintain a profitable P&L

Qualifications for VP, creative

- Direct agency or agency management experience is a plus
- A demonstrated understanding of PR and external brand communications
- Ability to roll up sleeves, a go getter
- Will bring enthusiasm and positivity to the team
- Strong communication skills and a fantastic collaborator who enjoys partnering internally
- Strong project management and delegation skills required