



ACCOUNT MANAGER

1. Job Description:

Account Management

- Act as a brand ambassador who understands clients' business and conveys it to internal teams;
- Take initiative in account management tasks, which include meeting up with clients, taking briefs, brainstorming, conducting research about brands and consumers, etc.
- Monitor work progress and keep in touch with clients during all stages (briefing, proposing, contracting, production, campaign management);
- Responsible for organizing and managing the work of internal team, ensuring timely completion and quality of work;
- Predict problems that may arise and prepare solutions;
- Solve challenging client requests or issue escalations as needed;
- Responsible for managing 4 – 6 big accounts simultaneously in a smooth and effective way;
- Control and be responsible for the P&L of the projects, as well as monitoring and optimizing the projects' profit margin;
- Balance competing priorities of multiple projects while meeting strict deadlines is critical;
- Lead internal and external meetings;
- Solve problems and advise clients on the spot;
- Follow up payment as per the contract, report directly to Account Director and Accounting team if delays;
- Submit regular reports as requested by Line Manager.

Business Development

- Build and maintain relationships with client's direct working team (middle manager);
- Proactively seek new business opportunities from current clients and new clients;
- Self-plan individual and department targets and achieve results based on business direction of the company.

Team Management

- Lead, train and manage AS & SAE and AE;
- Recruit account team members;
- Solve team and cross-team problems;
- Maintain the spirit and values of the agency to the team.

2. Job Requirements:

- BA degree, knowledge in communication and marketing, especially digital marketing;
- At least 3+ years of experience in similar positions;
- Experience in IMC Marketing, Creative Agency;
- Problem Solver with "CAN DO" attitude;



- Ability to work under pressure and strong sense of urgency;
- Effective multitasking, time management, presentations skills, strategic and innovative thinking;
- Strong interpersonal skills and a team player;
- English requirement: Working Proficiency (equivalent IELTS 6.5).

3. Benefit:

- Work in a very motivated & open working environment
- Competitive salary and bonus based on the actual performance
- Exclusive benefit packages for management-level
- Social Insurance, Health Insurance as required by law
- 24/7 Private Health Insurance
- Team building, company trips, bonding activities.

4. Working time & place:

- Working hours: 09:00 AM – 06:00 PM, Monday to Friday
- Place: FIT24 Building, No.1 03/02 Street Ward 11 District 10 HCM

5. Apply:

- Send your CV and Portfolio (In English) via email hr@zee.vn with title “**APPLY – POSITION – YOUR NAME**”.