



ACCOUNT EXECUTIVE

1. Job Description:

- Be initiative in account management tasks: meet up with client, take brief, brainstorm, research about brand/consumer insights...
- Monitor work progress and keep in contact with clients at all stages (briefing, proposal, contract, production, campaign management)
- Be highly organized and accountable for deadlines, status reports and internal reviews
- Predict problems that may arise and prepare solutions
- Assist with challenging client requests or issue escalations as needed
- Assist Account Manager in daily account management tasks
- Lead internal meetings & arrange external meetings
- Complete weekly reports
- Build and maintain client relationships
- 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 1+ 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. Benefits:

- 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

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- 24/7 private Health Insurance

4. Time and Location:

- Address: 4th Floor, FIT24 Building No.1 Ba Thang Hai Street, Ward 11, Dist. 10, HCMC
- Time: 09:00 – 18:00, Monday – Friday

5. Apply:

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