

ZEE

SENIOR ACCOUNT EXECUTIVE

1. Job Description:

Account Management:

- Be a brand ambassador that comprehends client's business to communicate with internal teams.
- Be initiative in account management tasks: meet up with clients & KOL, take briefs, brainstorm, research about brand/KOL/consumer insights...
- Be responsible for overall planning of livestream sessions for MCN exclusive KOL and client brand projects, including GMV target, timeline, investment (like advertising, production, logistics), concept, digital assets (teasing video,..)
- Monitor work progress and keep in contact with clients at all stages (briefing, proposal, contract, production, campaign management).
- Be 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
- Be responsible for managing 4 – 6 big client accounts in parallel smoothly
- Control and be responsible for the P&L of the projects, monitoring and optimizing the projects' profit margin.
- Balancing competing priorities and multiple projects while meeting strict deadlines is critical Lead internal and external meetings
- Be able to solve problem and advise client on the spot
- Follow-up payment as per the contract, report directly to Business Director and Accounting team if any payment delays

Business Development:

- Build and maintain relationship with client's direct working team (middle manager)
- Proactively seek for 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 AE, intern
- 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, Influencer Marketing;
- Be a Problem Solver with a positive "I CAN DO" attitude.
- At least 2+ years of experience in a similar position and industry, or at least 1 year experience as a Senior Account Executive.
- Strong in Digital Marketing
- Experience in Influencer Marketing is a big plus
- Be stable under pressure and have a strong sense of urgency.

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- Must be effective at multitasking, time management, presentations skills, strategic and innovative thinking.
- Teamwork skills;
- Strong interpersonal skills and team player.
- English requirement: Working Proficiency

3. Benefits:

- Work in a very motivated & open working environment
- Competitive salary and bonus based on the actual performance
- Social Insurance, Health Insurance as required by law
- Team Building, Company trip, bonding activities.

4. Working time and Location:

- Monday - Friday: 9.00 am - 6.00 pm
- FIT24 Building, No.1 Ba Thang Hai Street, Ward 11, Dist. 10, HCMC

5. Apply

- Send your CV/Port via <https://zeecompany.talent.vn/job/senior-account-executive-4410>