

ZEE

SENIOR ACCOUNT EXECUTIVE

1. Job Description:

Account Management:

- Be initiative in account management tasks: meet up with clients, take briefs, brainstorm, and research 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.

Team Management

- Lead, train and manage AE/AI
- Maintain the spirit and values of the agency to the team.

2. Job Requirements:

- 2-3 years experience working in advertising or communication agencies, or at least 1 years experience as a Senior Account Executive
- Experience in IMC Marketing
- Communication skills, open-minded.
- Be able to work under high pressure and good at time management

ZEE

- Work in professional, young, dynamic & challenging environment to maximize your potential as well as self-development
- 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
- 24/7 Private Health Insurance
- Team Building, Company trips, 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