



## SENIOR 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;
- Proactively seek for new business opportunities and deliver improvements.
- Train and manage 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
- Proficiency in Vietnamese, specifically in using Vietnamese grammar, especially in using repeated, onomatopoeia, pictographic Vietnamese words
- At least 2-3 year experience working in advertising or communication agencies
- Be able to work under high pressure and good at time management
- Work hard, play hard
- Have teamwork skill
- Work in professional, young, dynamic & challenging environment to maximize your potential as well as self-development
- Professional & efficient English communication (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
- 24/7 private Health Insurance

**4. Time and Location:**

- Address: 4 Floor, No.1 3/2 street, Ward 11, District 10, HCM
- Time: 09:00 – 18:00, Monday – Friday

**5. Apply:**

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