

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 Senior 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
- Proficiency in Vietnamese, specifically in using Vietnamese grammar, especially in using repeated, onomatopoeia, pictographic Vietnamese words
- At least 1-2 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: 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”**.