

ZEE

SENIOR COMMUNICATION EXECUTIVE

1. JOB DESCRIPTION:

- You will become a member of our A team who turn great ideas into excellent communication campaigns across channels.
- Align with different departments including Creative, Account & Planning to roll out communications campaigns.
- Be in charge of developing Communications Plan & Content Plan that aligned with Client's brief and proposals.
- Manage communications execution plan. Ensure all projects are delivered on-time with clear Scopes of Work, and meet all required quality standards.
- Work closely with vendors to produce high quality content and take responsibility in controlling the quality of both visual and copywriting content.
- Assist line managers in managing assigned projects, proactively communicating with internal and external teams in a timely manner to guarantee excellent execution as committed to clients.
- Have expertise in understanding Social Media & KOL platforms.
- Assist Creative and Planning team to develop strong Communications strategies with channel insights & most updated tactics.
- Develop compelling across-channel contents (Social, PR, KOL).
- Manage bookings for both KOLs & Media channels.

2. JOB REQUIREMENTS:

- College/BA or higher degree in Marketing or related fields is an advantage but not required. Practical work experience is preferred.
- Experienced in Social Management, Content Planning & Content Production.
- At least 2-3 years experience in Agency side.
- Good command in English
- Persuasive presentation skills.
- Good multitasking, able to manage multiple projects at the same time.
- Critical thinking, creativity and efficiency.
- Positive attitude, responsibility, persistence. Strong team player mindset.
- Willing to learn new market trends and be self-demand

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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. WORKING TIME AND LOCATION:

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

5. HOW TO APPLY:

- Send your CV and Portfolio (In English) via <https://zeecompany.talent.vn/>