



COMMUNICATIONS MANAGER

1. Job Description:

- You are the key member of our Communications team who will turn great ideas into amazing content that rolls out across channels.
- Build communications plan & content plan that align with Client's marcom strategy.
- Leverage your expertise in Marketing Communications, Social Media (Focus on Facebook, Tiktok, IG platform), KOL Marketing & PR to develop insightful content that touches the target audience.
- Control quality of content (both written and visual) that is delivered either by in-house or third-party teams with highest standards.
- Manage communications execution plans. Ensure that all projects are delivered on-time within scope, and meet required quality standards. Include Track, measure & evaluate the effectiveness of communications activities via specific KPIs.
- Proactive in managing assigned projects directly or supervising staff members.
- Become the liaison to report project status, team operation, issues and risks to the Director in a timely manner to deliver excellent execution as committed to clients.

2. Job Requirements:

- College/BA or higher degree in Marketing or related fields is an advantage but not required. Practical work experience is what we most care about.
- Experienced in Communications Planning, Social Management, Content Marketing.
- Experienced agency side. At least 5 years experience, proven 02 years project management experience at the same level in one or more of these above-mentioned areas
- Proficiency in English
- Persuasive and professional presentation skills.
- Good multiple project time management
- Good team management
- Critical thinking, creativity and efficiency.
- Positive attitude, responsibility, persistence.
- Willing to learn new market trends and be self-demand
- Understanding Digital Media & Digital Platform Planning is an advantage.



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 <https://zeecompany.talent.vn/careers>