

## RECRUITMENT: ACCOUNT MANAGER



April is a boutique creative agency that focuses on the creation of smart and persuasive advertising solutions.

Visit [www.april.com.vn](http://www.april.com.vn) for more information.

### RESPONSIBILITIES:

#### Account Management

- 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
- Responsible for managing several accounts & make sure good flow
- Negotiate contracts and close agreements to maximize profits
- Lead internal and external meetings
- Complete weekly reports
- Control 3rd-party work quality and timeline

#### Business Development

- Build and maintain strong, long-lasting client relationships
- Proactively seek for new business opportunities and deliver improvements.
- Achieve targets and goals
- Forecast and track key account metrics

#### Team Management

- Train and manage account team members
- Solve team and cross-team problems
- Maintain the spirit and values of the agency to the team.
- Recruit account team members

### QUALIFICATION:

- Be a Problem Solver with positive “I CAN DO” attitude. April believes experience can be learnt but negative “I CAN NOT DO” attitude will not lead us all far
- At least 4+ years experience in account management (digital or advertising agency experience preferred)
- Be stable under pressure and have strong sense of urgency
- Strong relationship management skills, comfortable interacting with clients in person and over the phone
- Must be effective at multi-tasking, time management, presentations skills, strategic and innovative thinking
- Good English communication skills

### BENEFITS:

- Work in a very motivated & open working environment
- Salary based on qualification & bonus
- Social Insurance, Health Insurance as required by law
- 24/7 private Health Insurance
- To be trained necessary skills

Interested candidates, please send your package of application (in English) including CV & any information if you would like us to see to [hr@april.com.vn](mailto:hr@april.com.vn). Please note that only shortlisted candidates will be informed for the next round.