

RECRUITMENT: SENIOR ACCOUNT EXECUTIVE



April is a creative agency specializing in strategic brand communications and creation of smart and effective advertising solutions. Visit 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
- Lead internal meetings & arrange external meetings
- Complete weekly reports
- Control 3rd-party work quality and timeline.

Business Development

- Build and maintain client relationships
- Proactively seek for new business opportunities and deliver improvements. Assist Account Manager in daily account management tasks

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.

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. Please note that only shortlisted candidates will be informed for the next round.