

RECRUITMENT: ACCOUNT INTERN



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
- Arrange internal and external meetings
- Complete weekly reports
- Build and maintain client relationships

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
- No experience required
- 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
- Basic allowance
- 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.