



## PR/094494 | Account Supervisor

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1518156

**Industry**

Digital Marketing

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

January 28th, 2025 11:13

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Company and Job Overview**

JAC's client is a top foreign advertising agency looking for an Account Supervisor

Location: Ho Chi Minh City

This position's goal is to assist the Account Manager/Director in delivering on the account by overseeing the team and capabilities to guarantee timely delivery and superior execution.

**Job Responsibilities**
**Client Management Success**

- Lead and oversee designated clients (consults with customers, evaluating their advertising needs using product expertise and research, establishing their advertising objectives and yearly budget)
- Talks with clients and evaluates their communication needs
- Collaborate closely with the larger group to provide comprehensive solutions.
- Find prospects for client growth
- Craft attractive and meaningful new business proposals.

**Project/ Campaign Management in Execution to deliver Quality & KPIs**
**Project/ Campaign Development**

- Collaborates with media, production, research, and creative teams to create campaign strategies
- Conducts market research to provide data for campaign evaluation, modification, and rerouting

- Helps generate concepts for new advertising campaigns; and creates new business proposals that address the specified brief.

Day to day project management following

- To produce quality work, coordinate and communicate effectively with various teams (Strategic Planning/Creative/Media/Digital).
- Executes campaigns by approving contracts, organizing media placement, and obtaining reasonable pricing
- Closely monitors campaigns in order to maximize outcomes; Vendors, Talents, and Suppliers Management
- Acts as a point of contact between clients and production and creative teams
- Sends campaign proposals, ideas, and budget estimates to clients for approval, making adjustments as needed

**Team Management**

- Oversee a team of two to three people with daily, careful supervision and training.
- A mindset of sustainable growth

**Job Requirements**

- At least 3 years as an Account Supervisor in Advertising Agency
- Having worked in a variety of IMC
- Proficiency in both written and spoken English
- Have excellent project management abilities and be solution-driven.
- Knowledge of the Planning Framework and expertise in the Creative Development Process and Strategic Planning are advantages.
- Possess outstanding communication skills, meticulous attention to detail, organization, and accurate multitasking abilities.
- Have high standards of quality at work.
- Possessing a strong sense of duty and teamwork, a can-do attitude, and an open mind are all advantages.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.  
#LI-JACVN

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Company Description