



PR/094552 | [Japanese Speaking] Account Executive

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1521711

Industry

Digital Marketing

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

March 25th, 2025 01:00

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 (Japanese Speaker)

Location: Ho Chi Minh City

Job Responsibilities

- Serves as liaison between clients and agency departments to coordinate efficient and timely advertisement processing;
- Meets with media, creative, digital, strategy and production departments to develop execution plan for current and planned projects that meet client deadlines;
- Prepares job estimates and "profit & loss" to account services for approval. Related tasks include: obtains quotation from suppliers;
- Monitors job progress and directs execution timeline to meet client deadlines;
- Routes materials in various stages for approval by account services and client;
- Resolve discrepancies in job progression to ensure client satisfaction;
- Logs jobs and trafficking activity in databases or on production schedule and maintain job files of project materials;
- Prepare contract and process documents with internal department, suppliers and clients;
- Close projects, prepares client billing and submits to accounting department;
- Prepares contacts or calls reports;

- Gains knowledge on the Brand name of responsible accounts;
- Be updated on information regarding the Brand competitors.
- Perform other tasks as requested by Account Supervisor/ Account Manager or AD

Job Requirements

- Graduated in Marketing or Communication or 2 year of experience in campaign/account management in an agency
- Track record of project management
- Strong written and oral presentation skills
- Solid command of English
- Excellent interpersonal skills and a team player
- Japanese Language: N2 level or higher.

Interested applicants, click [APPLY NOW](#)
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Company Description