



PR/094552 | [Japanese Speaking] Account Executive

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1521711

業種

デジタルマーケティング

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年04月22日 00:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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
#LI-JACVN

会社説明