

JOB DESCRIPTION

Account Executive



We are looking for a new member to join our hunter society, who will take the Account Executive position in client service department.

YOUR ROLE IN THE HUNT

- . Research clients' products, services, plans, competitors and target markets
- . Meet clients for briefings and support manager/ director to present proposals to clients for approval
- . Brief agency's colleagues, and work with them to plan and implement the best advertising solutions for the client
- . Ensure that projects are well-managed, including:
 - Report to account manager/ director
 - Write recap for internal & external meetings/ presentations
 - Meet clients to discuss projects and report on progress
 - Respond to clients' requests as they arise
 - Develop & follow up timeline
 - Keep records and handling invoices
- . Ensure that projects are completed on time and within budget. Long hours are common, and advertising staff are expected to work flexibly to meet project deadlines
- . Take part in pitches for new business (supervised by account manager)
- . Coordinate closely & facilitate/ support other departments: Planning, Creative/ Studio/ Production
- . Advertising account executives are office-based. You travel frequently for meetings, and may be expected to socialise with clients

WHAT WE LOOK FOR

To have a good hunting journey and bring about good results, you need to have some special skills and personal qualities below:

- . A clear communicator, in person and writing, fluent in English is a plus
- . Highly organised and flexible
- . Skilled at negotiating, motivating others
- . Comfortable working as part of a team
- . Quick to absorb and analyse large amounts of information
- . Able to present ideas with conviction
- . Good with figures, detail-oriented
- . Commercially aware
- . Ability to work with high pressure
- . Enthusiastic, energetic and imaginative
- . Smart in appearance

THE OBLIGATORY TROPHIES

- . \$\$\$
- . Full insurance according to the laws + extra insurance
- . Paid holidays and agency trips

- . Foods, milk teas, fruits, snacks, foosball
- . Your beloved team

If you are interested in an opportunity to explore yourself and join the hunt with us, please contact us via email: **recruit@thehuntergroup.asia** or call us at **+84 28 6686 4141**.