IRISGO

Job Description - Account Executive

IRISGO is a Digital & PR Agency located in Ho Chi Minh City. With our practical experience and insightful knowledge through the last 8 years, we have reached significant achievements in Digital and Advertising. We are trusted by many giant clients in various industries such as Suzuki, 3M, Michelin, GS, MG, Vinfast, Vivo, FMC, Thien Long, Aeon, Mercedes-Benz, Mitsubishi, MINI, Jaguar Land Rover, Volkswagen, Hertz, Avis, Aston Martin, Bentley, Maserati, Renault, Michelin, Everon, Lalamove, Daehan, Virbac, VSIP, FujiFoods, Hitachi, etc.

Our core values are: Creativity-Dedication-Honesty.
We seek an Account Executive with the following details.

o Department: Account Management
o Report to: Senior Account/ Account Manager

o Education: Graduate in communications, integrated marketing, journalism, diplomatics, foreign trade

o Experience:
- 1-2 years of comparable experience
- Experience in delivering client-focused solutions
- Experience in IMC (include PR, digital ads, influencers,...)

o Qualification
- Manage multiple projects at a time while paying strict attention to detail
- Reliability, responsibility
- Excellent communication skill
- Problem solving skills
- Ability to work independently and multi-task in a team-oriented environment
- Planning & time management ability
- Work under pressure & short time
- Highly organized & self-motivated
- Traditional & social media knowledge & skill

o Task description
Projects preparation:
- Prepare creative brief
- Receive brief from client, prepare meeting minute
- De-brief to content, creative, performance team
- Take part in internal meeting to follow work & develop ideas for the project
- Support prepare proposal

Projects execution:

- Prepare to execute projects with quality, accuracy & timeliness
- Deliver task & deadline for internal team
- Collect hot trends & new media channel, platform
- Choose the best supplier. Contact & work with media booking, filmer, photographer, PG/MC, freelancer before-during event
- Act as a link between Account team, media buy & strategic teams to ensure communication flows effectively
- Keep in touch with client
- Take care journalist
- Prepare campaign report, campaign analysis
- Report issues & complaints quickly & effectively & suggest solutions to Senior Account
- Other tasks as assigned by Account Manager

Project administration

- Tracking cost for the campaign in charged
- Prepare cost & payment schedule for supplier (expected) to HR & Operations

o **Benefits**

- Opportunity to work with big clients in automotive industry
- Dynamic, fun and open working environment
- Yearly company trip
- Lovely colleagues, great team spirits
- A trustworthy and passionate workplace for you to grow
- Salary range: 8-9 mil VND. Salary based on qualification, never pay late
- Social Insurance, Health Insurance as required by law

Office at Dist 2, Mon-Fri, salary negotiated.

Please send your CV and portfolio to media@irisgo.vn with expected salary and clarifications if any.

https://tinyurl.com/account-executive-irisgo