



We're Hiring: Account Executive

Position Overview:

We are seeking a proactive and organized Account Executive to join the team at Kampucheeers. This role supports the Account Manager in managing day-to-day client communication, project coordination, and internal follow-up. You will help ensure that client requests are clearly communicated, projects stay on track, and deliverables are completed smoothly.

This is a great opportunity for someone who wants to develop their career in client servicing, creative project management, and account management within a creative agency environment.

Key Responsibilities:

1. Client & Account Support

- Support the Account Manager in managing daily client communication.
- Respond to client requests and follow up on feedback, approvals, and required materials.
- Maintain positive and professional relationships with clients.
- Escalate important client concerns to the Account Manager.
- Help ensure clients receive timely updates and responses.

2. Project Coordination

- Support the Account Manager in coordinating projects from briefing to delivery.
- Track project timelines, deadlines, and deliverables.
- Follow up with internal teams on pending tasks.
- Coordinate meetings, briefings, and project discussions.
- Identify potential delays or issues and inform the Account Manager.

3. Creative & Production Support

- Help translate client requests into clear internal directions.
- Coordinate with creative, strategy, design, and production teams.
- Support client feedback and revision processes.
- Assist with KCC, KOG, and Kantumrui projects when required.
- Help prepare briefs, references, presentations, and project materials.

4. Administrative & Commercial Support

- Assist in preparing proposals, quotations, presentations, and reports.
- Support the Account Manager in tracking project scope and deliverables.
- Identify requests that may require additional budget or resources.
- Maintain organized project documents and communication records.

4. Business Development Support

- Assist the Account Manager and Account Director with pitch preparation and new business activities.
- Conduct basic research on clients, brands, and market trends.
- Help prepare presentation materials and proposals.
- Identify potential opportunities from existing clients and communicate them to the Account Manager.

Qualifications:

- 1–3 years of experience in account servicing, marketing, advertising, communications, or a related field.
- Experience in a creative agency or production company is preferred.
- Strong communication and organizational skills.
- Ability to manage multiple tasks and deadlines.
- Basic understanding of marketing, branding, and creative production.
- Proactive, responsible, and detail-oriented.
- Good problem-solving and teamwork skills.
- Good command of English and Khmer is preferred.

How to Apply:

Interested candidates are invited to send their resume and portfolio to

job@kampucheeers.com. For more information, feel free to reach out via Telegram at **+855 98 284 203**.

កម្ពុឡេឺរមានបេសកកម្មដ៏ចម្បងមួយ គឺយើងផ្សារភ្ជាប់ការបង្កបង្កើតស្នាដៃថ្មី ក្នុងយុគសម័យទំនើប ជាមួយនឹងមូលដ្ឋានគ្រឹះនៃអត្តសញ្ញាណជាតិខ្មែរ ដែលដឹកនាំដោយបុគ្គលដែលមានផ្នត់គំនិតថ្មី និងស្មារតីវិវឌ្ឍនភាព។

ទស្សនវិស័យរបស់យើងបំផុសនូវរាល់ចំណង់ ដែលកម្លាយកម្ពុឡេឺរ ឲ្យក្លាយជាមជ្ឈមណ្ឌល នៃភាពច្នៃប្រតិដ្ឋកម្ម ដែលឆ្លើយតបទៅនឹងនិរន្តរភាពសម្រាប់កម្ពុជា។

Kampucheeers is on a quest to bridge the creation of the modern era with the foundations of the Cambodian identity, powered by the new generation and change makers. Our vision fuels the passion that transforms Kampucheeers into a center for innovative concepts relevant to the Cambodian approach to eternity.

#រឿងយើងដៅរ័យយើងដឹង #OurStoryMatters

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The statements above aim to explain the overall character and scope of the tasks carried out by individuals in this category. They are not intended to be a complete inventory of the job responsibilities performed by the individuals in question. We retain the authority to modify or update duties at any given point.