

## Happiness Saigon is hiring Account Executive Intern

### Position Overview

Account Executive Intern will work closely with the Account Manager to execute a variety of project for different accounts. The account executive facilitates the exchange of information between the agency and the client. Responsible for account administration and reporting, including measurement as required.

Account Executive will need to liaise with third party suppliers to fulfill campaign requirements.

### Location

HCMC, Vietnam

### Description of the requirements:

#### Client Servicing (70%)

- Attend briefing meetings and work with Account Manager or Account Lead to formalize and articulate briefs back to clients and onwards to relevant suppliers
- Take responsibility for campaign execution, such as TVC, KV, POS, digital assets...
- Monitor progress of projects against agreed timelines and provide measurement and reporting information

#### Account Admin (10%)

- Ensure client files and folders are maintained in good order
- Manage client WIP documents ensuring that they are accurate and updated weekly
- Develop audit for relevant brands/ competitors in each project when needed

#### Financial (10%)

- Maintain agreed project budgets via project management system
- Liaise with suppliers to understand billing arrangements

#### Creative (5%)

- Handle minor day-to-day creative tasks
- Work with in-house and external creative teams to ensure the best creative solution to client briefs

#### Company Marketing (5%)

- Take an active role in the delivery of the company activity such as joining team building, managing company's Facebook Fanpage, Twitter account, Instagram account, etc.

### Requirements/ Skills:

- Fluent in written & spoken English
- A passion for ensuring the delivery of quality products and services