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| **Job Summary** |
|  The Account Executive is responsible for delivery of campaign initiatives/ projects on all aspects of the brand business, coordinating the day-to-day account service efforts of the Client’s business unit in Taiwan. This position will be the key contact between the client, media agency, creative agency, production house and all other stakeholders and internal team.  This position will represent Tag to provide the highest quality of work, on time and within budget, and ensure all necessary quality checks are done and approvals received before releasing any materials. You will also provide technical input and advice on campaign assets when necessary.  |
| **Position Responsibilities** |
|  Responsibilities:* Key account representative between the client, Tag and the agencies
* Ensure that the brand’s image and standards are maintained at all times based on the direction and strategy set by the client and the brand principals
* Procurement and management of agency services (design & production), develop strong relationships with agencies and is expert in their capabilities
* Manage all aspects (internal & external) of the project management, including time-management, quality control skills and budget management skills
* Ensure all administrative work is completed according to Tag requirements, i.e. opening of job tickets, getting comments and approvals all via Tag’s procedures
* Preparation proposals and quotations and deal with the demands of clients
* Support in financial administration
* Support Account Manager and work as a team
* Any other support duties required

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| **No. of Direct Reports\*** | **Managed P&L (€) \*** | **Managed Budget (€) \*** |
| **Required Knowledge, Skills and Experience:** |   |
| * 1-3 years related industry experience
* Organized, task oriented and the ability to efficiently manage multiple projects simultaneously is a must
* Experience in FMCG, retail industry or advertising agency is preferred
* Experience in ATL, BTL, Digital, all-rounded skills are preferred
* Eye for detail and interpersonal skills is a must, even when working under tight schedules and pressure
* Microsoft Word, Excel and PowerPoint
* Strong sense of responsibility with exceptional communication and problem-solving skills with a can-do attitude
* A diploma / degree in communication, advertising or marketing is an advantage

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