



## RECRUITMENT INFORMATION

DELTA is looking for qualified candidates for following position:

<b>Position</b>	<b>: ACCOUNT MANAGER</b>
<b>Report to</b>	<b>: SENIOR ACCOUNT MANAGER</b>
<b>Working place</b>	<b>: 3A Thich Quang Duc, Ward 3, Phu Nhuan Dist, HCMC.</b>

### I/ DUTIES& REPOSIBILITIES:

#### ❖ **ACCOUNT MANAGEMENT (50%):**

- Annually survey to optimize the Client's satisfaction.
- Lead account team to meet up with Clients to collect information, research, analyze, brainstorm & develop proposal sold out to Clients.
- Follow up complaints from customers and cooperate with internal to solve problems effectively & thoroughly.

#### ❖ **PEOPLE MANAGEMENT (30%):**

- Co-operate with the Accounting and Finance Department to follow up the account receivables.
- Plan and assign tasks to the staff, supervise staff to achieve sales target & ensure company services' quality.
- Formulate policies and direct activities of the Account Division effectively and efficiently.
- Build the teamwork spirit; make evaluations of performance of the staff quarterly.
- Recommend necessary improvements for the Department (including, but not limited to, the structure, policies, and the training program of the department).

#### ❖ **PROJECT MANAGEMENT (20%):**

- Together with the Account Director to establish & achieve account team annual business objective, goals, strategies, action plans...(Including sale targets, new business development).
- Build action plan to approach new potential Clients & maintain the current ones.
- Give advice and consult on related administrations to the Board of Directors.
- Report routinely and non-routinely to the SAM or BD.
- Signatures control on all documents in/out at the team.

### II/ DESCRIBE JOB REQUIREMENTS:

- College / BA in marketing / economy / trading / communication major.
- At least 3 years-experience in Advertising/Marketing/ Sales management or at least 01 year at similar levels.
- Creativeness & strategic thinking.



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- Good proposal developing & good presentation & convincing.
- Good Marketing & sales knowledge & experience in planning and initiatives.
- Good English & Vietnamese Communication.
- Good listening, excellent verbal and written communication skills, convincing.
- Able to concisely put ideas into presentations and skillful in chart making preparations.
- Interested in business and financial acumen.
- Good PPT, Word, Excel...
- Exceptional interpersonal skills with ability to enter establish teams, build rapport and respect quickly. Ability and desire to seek win-win solutions.
- Superlative time management skills and ability to manage multiple projects simultaneously.
- Experience in overcoming obstacles to succeed in the face of diversity and deal with ambiguity, people management.
- Ability to influence outside of one's sphere of control.
- Able to self - motivate or independent work environment and drive to success by identifying and removing internal and external barriers that may exist.
- Suggest solution to senior level & instruct team members to with problems with typical & sharp solution.
- Ability to work effectively in high pressure & with cross-functional teams.

### **III/ POLICY & BENEFITS:**

Salary: Negotiate.

Others: As policy.

Please kindly send CV via [hr.recruitment@squaregroup.com.vn](mailto:hr.recruitment@squaregroup.com.vn)

Or Phone: **08. 3517 2620/ Ext: 510**

**HR DEPARTMENT**