



RECRUITMENT INFORMATION

DELTA is looking for qualified candidates for following position:

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

I/ DUTIES& REPONSIBILITIES:

❖ ACCOUNT MANAGEMENT (40%):

- Annually survey to optimize the Client's satisfaction.
- Meet up with Client 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 (40%):

- 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 Manager/ SAM/ 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 2 years-experience in Advertising/Marketing/ Sales management or at least 01 year at similar levels.
- Good proposal developing & good presentation & convincing.
- Good listening, verbal and written Communication skills.
- Good at PowerPoint, Word, Excel...



- Exceptional interpersonal skills with ability to enter establish teams, build rapport and respect quickly. Ability and desire to seek win-win solutions.
- Time management skills and ability to manage multiple projects simultaneously.
- Tends to be leading & responsible.
- Initiative in suggesting solutions to solve problem
- 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

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

HR DEPARTMENT