



## RECRUITMENT INFORMATION

**BIZ – EYES** is looking for qualified candidates for following position:

**Title** : **PROJECT EXECUTIVE**  
**Direct Supervisor** : Project Supervisor/ Project Manager  
**Address** : 54-56 Hoa Đào, P.2, Q.Phú Nhuận

### I/ JOB DESCRIPTIONS:

STT	TỶ LỆ PHÂN BỐ THỜI GIAN % TIME	MÔ TẢ CHI TIẾT / DETAILS
1	65%	<b>Project management</b> <ul style="list-style-type: none"><li>- Proactive to manage assigned tasks under Line manager's supervision to deliver excellent execution across channels as committed to clients. Key duties include:<ul style="list-style-type: none"><li>✓ <i>Develop compelling across-channel contents (Print, Online, TV, Digital and Social platforms) and make sure they appear on approved channels</i></li><li>✓ <i>Build detailed project timeline, checklist</i></li><li>✓ <i>Assist Line Manager to manage audio/visual production (layouts/designs/photos/viral clips)</i></li><li>✓ <i>Handle logistics preparations for medium-scale events (press conferences, seminars, offlines, etc.)</i></li><li>✓ <i>Handle simple digital production (website, app, game), digital amplification and management, conversation management</i></li><li>✓ <i>Deal with advertising departments, media agencies to book good media spaces/advertising slots on newspapers, magazines, journals, broadcasts, social media sites, etc.</i></li><li>✓ <i>Track progress, review project tasks to ensure that deadlines are met appropriately</i></li><li>✓ <i>Make daily/weekly/monthly reports to clients on projects' results and progress</i></li><li>✓ <i>Manage project operation costs</i></li><li>✓ <i>Take and manage other requirements from Line manager</i></li></ul></li><li>- Follow the company's standard integrated working process</li></ul>
2	20%	<b>Relationship management</b> <ul style="list-style-type: none"><li>- Well co-ordinate with journalists in different media outlets to pitch press releases/feature ideas, interesting them in covering clients' stories. Support Line Manager to build and maintain media relationship</li><li>- Well co-ordinate with clients, authorized agencies, third-party vendors, internal resources, etc. to gain their trust and ensure the deliverables to clients</li></ul>
4	10%	<b>Report</b> <ul style="list-style-type: none"><li>- Proactively communicate project status to Line manager weekly/monthly/quarterly/annually in a timely manner or raise alerts if any issue/concern/new client's request arises</li></ul>

<b>5</b>	<b>5%</b>	<b>Company/Department culture/system building</b> <ul style="list-style-type: none"> <li>- Proactive to join good bonding activities to promote the company's Professional - Friendly culture</li> </ul>
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## **II/ JOB REQUIREMENTS:**

<b>YẾU TỐ</b>	<b>MỨC ĐỘ YÊU CẦU</b>
Trình độ học vấn/ chuyên môn/chuyên ngành <i>Education/Professional knowledge/Major</i>	<ul style="list-style-type: none"> <li>- College/BA in Communications, Marketing or related fields (Journalism, Languages, International Relations, Foreign Trade, etc.)</li> </ul>
Kinh nghiệm làm việc ( <i>tại vị trí công việc tương đương</i> ) <i>Working experience in the same position</i>	<ul style="list-style-type: none"> <li>- Fresh graduated or proven 01-02 years project management experience at the same level in one or more of these above-mentioned areas</li> </ul>
Kinh nghiệm thực tế trong ngành ( <i>Marketing, event, PR...</i> ) <i>Actual experiences in Marketing, Event, PR...</i>	<ul style="list-style-type: none"> <li>- Have proper understanding about several brands in different industries including industry characteristics, target market, brand positioning, competitors, etc.</li> </ul>
Các yêu cầu khác <i>Other requirements</i>	<ul style="list-style-type: none"> <li>- Good in English</li> <li>- Good in Microsoft Office programs (Microsoft Word, Excel, PowerPoint)</li> <li>- Clear and professional communication (oral and written)</li> <li>- Good time management and multi-tasking (scheduling and prioritizing more important and time sensitive tasks to meet deadlines)</li> <li>- Ability of engaging and working well with people in different styles</li> <li>- Good in writing or editing effective cross-channel contents in various styles</li> <li>- Understand principles of digital tactics: Facebook/ Youtube ads, Forum/Social Seeding, SEO, SEM, website building, etc. Know how to manage digital production, digital amplification and management, conversation management is an advantage</li> <li>- Willing to learn. Responsible. Detailed-oriented. Integrity. Positive working attitude</li> <li>- Be able to work under high pressure and meet deadlines</li> <li>- Able to travel independently between multiple work sites</li> </ul>

## **III/ POLICY & BENIFICTS:**

Salary: Negotiate.

Others: As policy.

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

Or Ms. Linh- HCBP - 0977263554