Account Executive Internship

Company Profile

Name: IDM Vietnam (International Digital Media)
Address: 70 Pham Ngoc Thach Street, Ward 3, HCMC
Size: 1-20 employees
Website: www.idm.vn

Company Description: IDM Vietnam is a 360 Degree Marketing Agency offering clients Listening services (IDM Analytics), Strategic planning, Creative digital production, Social media, Pay-per-click advertising & SEO solutions. Besides, we’d like to see ourselves as beyond digital since we can see the whole marketing landscape of clients’ brands and so give them digital solutions that fit the picture.

Post the Job online in the Graduate Employment Opportunities section of the RMIT Vietnam Alumni website. Note that this is viewable to the public.

Job Description

Responsibilities:
• Support Account Department in filtering information and data related to customers.
• Search data and picture for database.
• Create marketing plan for clients under the guidance of Manager.
• Support Account Manager in performing campaign and presenting proposal (If necessary).
• Compose and submit documents for signature related to internal project and clients (If any).
• Contact other Department and Supplier to conduct all items under signed contract.
• Handle other works arising as assigned of BOD and Direct Manager.
• Prepare information about competitors, industry updates and online media marketing.
• Collect and build supplier system, and make quotation of outsource services.
• Handle other situation arising from Sales Department.

Requirements / Skills:
• University or college graduated.
• Prefer Degree in Media, Linguistic, Marketing …
• English communication skills.
• Candidates who used to participate in Youth Union activities or other team group activities are preferable.
• Interest in Media and Marketing required.
Job Type: Full-Time
Job Level: Entry
Department: Account
Salary: VND 1,000,000/month
Location: HCM
Close Date: 30/04/2013

Contact Information
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