

Account Executive

Remuneration:	R15000 - R17000 per month cost-to-company
Benefits:	Pension Fund and 13th cheque included in monthly TCC
Location:	Umhlanga, La Lucia Ridge Estate
Education level:	Degree
Job level:	Junior/Mid
Own transport required:	Yes
Travel requirement:	Occasional
Type:	Permanent
Company:	Retsol Group Services

Objectives of this role

- Build and maintain lasting relationships with operations by understanding their focus and anticipating their needs.
- Coordinate internal and external resources to expedite workflow.
- Stay current with company offerings and industry trends.
- Oversee and achieve organisational goals while upholding best practices.
- Solve problems for Operations by understanding expectations.

Responsibilities

- Create and manage project briefs, timelines and budgets to ensure projects are executed on time and within scope.
- Work closely with design to translate Operations briefs into compelling advertising campaigns.
- Monitor hours and prioritise work, accordingly, providing regular updates and reports to Management and Operations.
- Handle multiple brands simultaneously, ensuring the highest level of service and quality.
- Attend Operations meetings, presentations, and briefing.
- Manage the design workflow between designers and operations.
- Illustrate the value of products and services to create growth opportunities; compile and analyse data to identify trends.
- Participate in brainstorming and research and assist with program development for operations.
- Follow up with operations regularly to ensure needs are being met and to identify opportunities.
- Maintain a database of prospects, partners, and vendors.

Required skills and qualifications

- 2 – 5 years of experience as an Account Executive, with a focus on marketing and communications
- Experience in administrative role reporting directly to upper management.
- Strong understanding of both below the line and through the line marketing strategies, including experiential marketing, promotions and locality marketing.
- Exceptional communication and presentation skills, both written and verbal.
- Detail-oriented and highly organised, with the ability to manage multiple projects and meet deadlines.
- Proficiency MS Office and an aptitude for learning new systems.
- Strategic thinker with a creative mindset
- Ability to manage multiple accounts while seeking new opportunities.
- Ability to understand Operations needs and negotiate costs and services.

- Willingness to travel as needed to meet with Operations.
- Ability to work collaboratively in a small but dynamic environment.

Posted on 17 Apr 12:04, Closing date 16 Jun

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Shanitha

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