

## 1. MINDTRAP

Μέσο: . . . . . DAILY FAX

Ημ. Έκδοσης: . . . 30/06/2021 Ημ. Αποδελτίωσης: . . . 01/07/2021

Σελίδα: . . . . . 3

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# MINDTRAP

Mindtrap is looking for a Senior Account Executive who has a strong project management ability and is passionate about delivering outstanding work. The candidate lead a group of major clients' as a member of the client service support team.

## ACCOUNT EXECUTIVE

### KEY RESPONSIBILITIES:

Lead the execution of the project from the begging to the end ensuring its implementation and delivery. Acting as the main point of contact between client and internal team. Monitoring project progress, timelines expenses and assist in budgeting. Communicating and collaborating closely with Account Director, HR and Operation department to ensure the clients' needs are met.

### EDUCATION:

Bachelor's degree in marketing and Business field.  
Fluency both in English and Greek (written and verbal)  
Excellent knowledge of MS office.

### QUALIFICATIONS:

Minimum 1-2 years of work experience in advertising agencies with a BTL background. Desire to learn multitasking ability and perform under pressure. High communication and project management skills. Good analytical skills.

**Candidates are kindly asked to forward their CV to: [hr@mindtrap.com.gr](mailto:hr@mindtrap.com.gr) (ref. Acc EX. 2021)**