

1. NEXLCOM GROUP

Μέσο: BUSINESS TODAY

Ημ. Έκδοσης: . . . 27/11/2018 Ημ. Αποδελτίωσης: . . . 27/11/2018

Σελίδα: 10

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nextcom group

25 YEARS OF BUSINESS SERVICES

is looking to recruit the ideal person to fill in the position of

Junior Account Executive

Location: Athens / Ioannina

<p>Job Description</p> <ul style="list-style-type: none">• Attend client meetings on regular basis or when delegated to handle such task• Prepare client reports on regular basis and submit such to the appropriate authority• Develop workable strategies for marketing and sales generation• Develop helpful plans that will target new and prospective customers for the organization• Retain all the existing clients of the organization• Work together with the account planners of the organization for proper analysis of the chosen budget and clients brief• Prepare and submit to the appropriate authority in the organization, all advertising requirements• Meet clients' needs latest by deadlines allotted to such needs• Manage account of the clients and handle their invoicing• Maintain contact with the customers at every stage of advertising or marketing campaign• Check consistently and report in details, the progress recorded on campaigns• Negotiate on behalf of the organization with the client• Solve all the problems clients may report on and intimate the senior account executive of those problems he/she finds difficult to handle• Make available to customers campaign ideas and the costing	<p>Education & Experience Required</p> <ul style="list-style-type: none">• University degree in PR/communication/ marketing or similar field• 1-2years experience in the communication sector; agency experience preferred• Excellent communication and writing skills in Greek• Proficiency in English• PC literate, proficient in MS Office <p>Skills</p> <ul style="list-style-type: none">• Experience and skill in prioritizing tasks• Possess perfect understanding of the business process specific to the organization• Possess organizational skills• Ability to handle tasks with little or no supervision by the senior account executive• Ability to work as member of a team• Possess keen eyes for details• Possess good understanding of budget restraints• Possess self-confidence to help improve on the confidence level of the client in the organization• Possess good computer skills and knowledgeable about relevant technological applications related to the particular organization• Ability to perform and be productive even under pressure.
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Send your CV: int@nextcom-group.com