

Junior Client – Leadership Executive

Position Description:

We are looking for fresh graduates to join one of our partner companies. In this role, your responsibilities will include developing and managing client relationships and overseeing the internal processes, from the presales stage through the campaign with major media agencies and networks to maintain sustainable relationships with the client and drive growth.

Main Responsibilities:

1. Maintain a thorough knowledge of the media products and services offered to the agencies.
2. Building and maintaining a strong rapport with existing clients through interactions, meetings, and follow-ups, as well as reaching out to new prospective clients.
3. Creating persuasive sales pitches and PowerPoint presentations to pitch to clients.
4. Meeting with potential planners and delivering product presentations either on-site or virtually.
5. Collaborating with the strategy team in the development of media proposals and presentations and ensuring their timely delivery.
6. Being proactive when dealing with client requests from the point of receiving the brief through the campaign onboarding process.
7. Ensuring smooth campaign onboarding by cooperating with the Ops team and the client.
8. Supporting the strategist in terms of delivering media proposals by creating plans and strategy decks, when necessary, to meet tight deadlines.
9. Oversee delivery of media proposals and conduct regular follow-ups with the client.

Soft Skills & Personality:

- Strong communication and presentation skills
- Fluency in English
- Good Teamwork skills
- Background in digital advertising
- Excellent relationship-building and collaboration skills
- Adept at creating impressive PowerPoint presentations
- Working knowledge of Microsoft Excel
- Manage Deadlines
- Time management skills with the ability to manage multiple priorities

- Attention to detail

Send your CV to info@hakawati.fm