

Job Description - Account Executive (Advertising)

Role:

- Manage a portfolio of accounts across various categories including real estate, retail, government and healthcare
- Meet and liaise with clients to discuss their advertising requirements
- Leverage an existing network of industry contacts to generate new business
- Manage advertising campaigns (ATL and BTL): setting the project timetables, deliverables deadlines,
- Contribute to brainstorming conceptualizing ideas with the agency creative team
- Advise clients on optimal and feasible solutions
- Coordinate with colleagues in other agency departments
- Attend and participate in client meetings
- Maintain and expand relationships with existing clients

Skills Required:

- You have impeccable spoken and written communication (English & Arabic)
- You are a confident presenter and negotiator
- You possess self-confidence, tact and a persuasive manner.
- You are self-disciplined in terms of time management and task organization.
- You have solid 'people skills' for working with a range of colleagues and clients.
- You are willing to work long hours, often under pressure.
- You have sharp business sense and are able to work to budgets.
- You are a clear thinker, capable of precisely and diplomatically articulating your point of view.
- You are a digital native who naturally integrates technology into your daily life.