



Sr. Client Servicing Executive

- **Vacancy for:** 2
- **Posted on:** Aug. 10, 2018
- **Deadline:** Aug. 20, 2018, 11:55 p.m.

Basic Job Information

Job Category : Marketing / Advertising / Customer Service > Client servicing
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kupondole, Patan, Central Development Region, Nepal
Offered Salary : NRs. 25,000.00 - 40,000.00 Monthly

Job Specification

Education Level : Bachelor
Experience Required : More than or equals to 2 years

Other Specification

- A minimum of 2 Years' work experience in advertising agency as a 'Sr. client servicing executive'
 - Must have good communication skills
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Job Description

- Discussing the products, services and advertising requirements of each particular client
 - Setting up meetings with clients and other agency staff
 - Delegating work to other members of the agency team
 - Briefing media, creative and research, and formulating marketing strategies
 - Liaising with, and acting as the link between, the client and advertising agency by maintaining regular contact with both, ensuring that communication flows effectively
 - Overseeing the status of advertising campaigns
 - Negotiating with clients and agency staff about the details of campaigns
 - Presenting campaign plans to clients for approval or modification
 - Meeting deadlines and prioritizing tasks
 - Handling budgets and managing campaign costs
 - Writing reports, keeping records and financial details
 - Helping to secure new business
 - Facilitating Financial Over dues
 - Handling the profitability of accounts
 - In some cases, managing administration staff
 - Gaining, maintaining familiarity with and keeping up with changes in the nature of clients' products, business culture and competition
 - Monitoring the effectiveness of campaigns
 - Arranging and chairing meetings
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Applying Procedure

Apply Link : <https://merojob.com/sr-client-servicing-executive-3/>

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