

## **Account Manager/Senior Account Manager, Taipei**

### **You have a passion to lead**

Accountability makes you happy. Being in the thick of the action and making a difference are exhilarating for you. You relish the opportunity to advise clients and solve difficult problems while working in collaboration with some very smart and experienced teammates.

The Hoffman Agency is an international public relations and integrated marketing communications company that crafts stories to build brands. For more information, visit <https://www.apac.hoffman.com/>

We are seeking high-energy, ambitious account managers who love working in a collaborative environment and have a passion to lead.

This is a chance to learn, grow and advance in communications by working with some of the brightest minds in PR.

If you like where this story is leading, read on.

P.S. Must have a sense of humour and appetite for fun.

### **The Plot Thickens: Job Description**

Play a key role in day-to-day management of all components of multiple-client PR and IMC programs with speed and accuracy

Drive the process and take ownership and leadership for client, time and people management

Measure and manage client satisfaction while effectively managing resources for multiple accounts

A hunter who will help drive the agency's growth with new business, take ownership for new business presentations to incorporate fresh thinking, creativity and energy by imparting new information to prospective clients.

Experience in running integrated marketing communications campaigns

Experience in running multi-market programs for clients

Demonstrate ability to grow existing accounts

Effectively maintain a network of media contacts

Develop competitive analysis

Interact with internal and external constituents in a friendly and professional manner

Maintain proactive attitude, responsibility and perspective that continually advances the quality of client service

Engage in assisting the Agency's growth

### **Attributes of the Protagonist (That's You)**

Creative

Critical thinker

Leader

Team player

Accountable

Entrepreneurial nature and attitude, a self-starter

Passionate about public relations, writing and integrated communications

Passionate about technology/social media

Excited to continually learn new things

Curious

Sense of Humour

### **The Hero's Background: Qualifications**

Bachelor's degree in Business, PR/Advertising, Marketing, Communications, Journalism or Linguistics

Have a minimum of 4-7 years of experience in client relationship management and media relations

Demonstrate superior writing and verbal communication skills

Continually strive to understand technology

Be fluent in written and spoken Chinese and English (required)

Flexibility and willingness to go beyond the call of duty are highly valued and rewarded.

Come join us and be on the cutting edge of communications. We value diverse thinking, and we regularly push the boundaries of PR.

Interested candidates, please email your resume, including references and cover letter to [ResumeTW@hoffman.com](mailto:ResumeTW@hoffman.com).

We will contact all shortlisted candidates.