

Account Manager, Shanghai

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 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
- Effectively maintain a network of media contacts
- Experience in running integrated marketing communications campaigns
- Experience in running multi-market programs for clients
- Demonstrate ability to grow existing accounts
- 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
- Team player
- Accountable
- Leader
- Entrepreneurial nature and attitude
- Passion for public relations and writing
- Passion for technology/social media

The Hero's Background: Qualifications

- Bachelor's degree in Business, PR/Advertising, Communications, Journalism or Linguistics
- Have a minimum of 5 years of experience in client relationship management and media relations
- Demonstrate superior writing and verbal communication skills
- Engage in assisting the Agency's growth
- Continually strive to understand technology
- Be fluent in written and spoken Chinese and English (required)

Interested candidates, please email your resume, including references and cover letter to ResumeCN@hoffman.com.

We will contact all shortlisted candidates.