



M U L L E N L O W E
I N D O N E S I A

Job Title	Senior Account Executive
Location	MullenLowe Indonesia
Reporting to	Account Manager /Account Director

Focus:

The spirit of this role is about the hunger, passion and drive to succeed in advertising client servicing. It requires enthusiasm, dedication, a proactive and inquisitive manner, resilience, attention to detail, reliability, a willingness to learn and an openness to get involved in all aspects of account management support. The accounts are demanding and the workflow is a constant stream of creative development, animatic production, TV and print production, Client conferences and workshops. Succeeding can offer you a great career ladder in Account Management.

Key Responsibilities:

- Supporting the Account Managers and Account Directors in preparing materials for meetings – scripts, presentations, creative references, and status reports.
- Working with the Account Managers on the production, liaising with the Creatives, Planners and TV producers.
- Responsibility for producing Cost Estimates for approval with Client, and managing with Finance.
- Managing the team priorities and diaries to help manage projects and meetings with the Clients.
- Making sure that there is a clear communication of what is happening amongst the Agency team.

Skills & Experience:

- At least 1.5 – 2 years' experience in an agency.
- Exceptional communication skills (both written and verbal) in English.
- Experience working directly with clients on the phone / email / face to face meetings.
- Experience of working on Digital Campaigns.
- Ability to work collaboratively with a multi-disciplinary team.
- Ability / confidence to form good / quick relationships with both internal and external (3rd party suppliers) departments.
- Be confident to run the day to day finance of each project assigned.
- Experience in solely running small projects from start of brief to final delivery – e.g. Key Visuals / Animatic (with line manager overseeing).
- Analytical skills in understanding matter at hand, especially in order to run the smoothness of projects with key functions.
- Experience handling multiple projects at one time and keeping calm under pressure / seeking out solutions.
- Good attention to detail, accuracy and organized, able to multi task / prioritize actions on a daily basis.
- Strong knowledge of Excel, PowerPoint and other Office tools. Basic editing, subtitling/relevant program skills.
- Self –motivated, desire to learn.
- Passion for building brands and particular interest in digital communication.
- Flexible with working hours – including some occasional late nights.
- Team player who likes to work in a fun / strong team and keen to participate in social events.

Expected Salary:	Dependent on Experience
Contract Type:	Permanent
Required to start:	A.S.A.P

About MullenLowe Group

In 2015 the global Lowe and Partners network aligned with the US agency Mullen to form the MullenLowe Group, part of the Interpublic Group of Companies (NYSE: IPG).

MullenLowe Group is a creatively driven integrated marketing communications network with a strong entrepreneurial heritage and challenger mentality. It is a global network of distinctive diverse agencies, rich in local culture with both intimacy and scale, present in more than 65 markets with over 90 agencies. Global specialisms include expertise in brand strategy, creative content development, performance analytics, communications planning, and through the line advertising with MullenLowe, digital marketing with MullenLowe Profero, and strategic activation and shopper marketing via MullenLowe Open. MullenLowe Group is consistently ranked among the most awarded creative and effectiveness agency networks in the world, and during 2014 took home 135 Effie awards, thereby topping the 2015 Effie Index in terms of points per dollar revenue.

For more information, visit us at www.mullenlowegroup.com or follow MullenLowe Group on Twitter @MullenLoweGroup and on Facebook.com/MullenLoweGroup.

About MullenLowe Indonesia:

MullenLowe Group Indonesia is an integrated marketing communications network that aims to change the way our audience thinks, acts, and feels by creating innovative campaigns that challenge the status quo. We take great pride in giving our clients' an unfair share of the attention. What we are doing here at MullenLowe Group Indonesia is propelling not only ourselves into the future, but all of Indonesia forward with us. MullenLowe Group Indonesia is part of the Interpublic Group of Companies

For more information, visit us at www.indonesia.mullenlowegroup.com or follow MullenLowe Group on Twitter @MullenLoweID

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