

# AXIS IDENTITY GROUP

## Job Title: ACCOUNT EXECUTIVE

### Responsibilities:

- To work with the Manager/Director to brief respective divisions for new/respective jobs
- To liaise with, and acting as the link between, the client and Axis-maintaining regular contact with both, ensuring that communication flows effectively;
- To oversee the status of jobs;
- To meet deadlines and prioritizing tasks;
- To arrange and attend meetings and reporting on key decisions;
- Support role in handling new pitch (preparation/research works);
- The role can involve handling the accounts of three to four clients at any one time;
- Any other responsibilities assignments from time to time.

### Requirements:

- Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Business Studies/Administration/Management, Marketing, Communications or equivalent.
- Required language(s): Proficient in English (BM & Mandarin is secondary)
- Minimum 1– 2 years of working experience in the related field is required for this position.
- Preferably Junior Executives specializing in Account Servicing/ Marketing or equivalent.
- 1 Full-Time position
- Independent /Self motivated /Eager to learn

We offer a competitive remuneration package to the successful candidate with good prospects for further career advancement. Interested candidates are invited to submit detailed resume together with present and expected salary to Human Resources Department at Fax No. 603-2163 4186 or email us at [hr@axisidentity.com](mailto:hr@axisidentity.com)