

JOB DESCRIPTION

Position: Brand Associate Trainee

Function: Account Management

Main Task & Responsibilities:

- Manage day-to-day operations (inter-dept coordination, intra-dept coordination, finalizing work – taking feedback, understanding how to decode client feedback, artworks, attention to detail, competitive knowledge, market visits, and minutes of the meeting.
- Knowledge of the entire process of presenting a campaign to final execution
- Share learnings regularly – Market Intel, News, etc which impacts the brand in any way.
- Understand product differentiation viz a viz all competitors
- Manage Un-approved Estimates, Approved Estimates, Invoicing, and outstanding
- All administrative tasks for the brand team (Internal). Arrange and attend meetings.
- Understand and learn how to write briefs. And start writing basic briefs
- Be a part of at least 3-4 new business pitches
- Start building a good relationship with clients for them to see you as dependable/reliable, attentive, active, knowledgeable team player

Qualification Required: Graduate/Postgraduate in any discipline

Other/ Special Requirements:

- Strong interpersonal and Communication Skills
- Ability to collaborate effectively at all levels and functions
- Strong client-servicing orientation
- Demonstrated prowess in all MS Office programs