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**Recruitment Listing Information**

**Position:** **General Manager (Stock Option Available)**

**Agency description:** Reputable Asia is an innovative digital advertising agency based in Ho Chi Minh City providing professional services for Online Reputation Management & Marketing Digital Transformation. Founded with the mission of Crafting Brand Reputation, the agency strives for achieving & securing clients’ brand position on the internet.

Within the current wave of business expansion, the agency is looking for talented leaders, who are enthusiastic on experimenting innovative technology for digital marketing, to join our young and dynamic team and promote the business to a new horizon.

**Job description:** Successful candidates for the role of General Manager should acquire well-rounded digital background, proven leadership skills, and hands-on experience managing digital teams to deliver projects ranging from strategy, planning (content & creative, media, social, ...), to account management, and execution. The General Manager should act on behalf of higher management on a daily basis to

- Lead the coordination and direction of internal and external teams to deliver digital projects for clients across various industries.

- Set and maintain high standard of client service and support, serving as the acting liaison with senior client management.

- Supervise and set direction of activities for accounts, including client needs, staffing, strategy, quality of work and budgeting.

- Ensure efficiency and profitability of accounts keeping projects on track and achieving target margins.

- Collaborating closely with representative of Business Development, Digital Production, Creative & Content, Design, Media, Social, Data Research, and Strategy to identify and address issues that are cross-departmental ranging from digital capability, scoping, staffing, pricing, deliverable workflows, software needs, and other ad-hoc needs.

- Acting as a point of escalation for clients and internal team members alike.

- Establish yourself as a source of credibility and industry expertise with executive level client stakeholders.

- Proactively identify potential budgetary and resource issues to ensure the smoothness of project execution.

- Create roadmaps, plan strategic initiatives & lead optimization efforts to hit agency goals and targets.

- Build a high-performance team through coaching and developing, problem solving, and demonstrating a positive attitude and culture of accountability.

- In charge of some key digital disciplines (i.e. strategy, creative, content, account management, project management, ...) and digital skill development among the team. It is desirable that the candidate is capable of hands-on ad-hoc supporting to the team where hard skills/capabilities is in short whilst planning for recruitment.

- Oversee office operations (administration, human resources, finance, and accounting) through liaising with the operation manager.

- Report to and keep senior management apprised of key client opportunities, potential risks and other key nuances which affect the health of the business.

- Work with senior management to establish Goals, Objectives, KPIs for the business on a periodical basis.

Successful candidate is expected to acquire “can do” attitude and to sustain digital service delivery efficiency and ambition to strategically uplifting the company’s digital capability.

**Requirements:**

- Education level: university graduate & Intermediate to Advanced certified English level

- 4+ years of experience in a digital marketing agency setting with hands-on experience in performance and integrated digital strategy.

- Capable of some key digital disciplines among research, strategy, creative, content, social management, account management, project management.

- Preferred background in client services within a digital agency, with responsibility for overall strategy for retention, growth, and satisfaction of accounts across the teams. Demonstrated experience managing and leading client relationships.

- Proven ability to manage P&L with an understanding of business finance process and best practices

- A track record of developing complex and integrated campaign strategies across Social, Search, Display, Content and other channels

- A history of working on large well-known brands in a variety of industries.

- Experience building and growing client relationships at the management level.

- Experience managing and growing a team of direct reports, including the ability to coach, mentor, and lead by example.

- Being a fast learner with advanced communication and presentation skills.

- Fluency in English is desired.

- A passion for digital marketing and client service.

- Availability for travels to clients' site domestically as well as overseas.

**Preference:**

**-** Young talented middle manager who leads a fast track with proven outcomes.  
**-** Those who are passionate of new technologies and digital innovative.

**Benefits:**

**-** Competitive salary, profit share (up to 10%), stock options (up to 10%)- Opportunities to improve your logical thinking, teamwork capability, and digital marketing skills.  
- Being coached through business from experienced digital experts.

- Friendly working environment with opportunities to manage a young but capable and dedicated team and to approach new technologies

**Notes:**

**-** Make sure to clearly note your work experience and education background in your CV.

**-** Particularly mention the position that you are applying.

Education: Bachelor

Experience: from 4 years of experience

Job category: Fulltime

Industry: Sales & Marketing, Online & Internet, Management

Salary: **Competitive with profit share and stock options**

**Contact Information**

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