



ACCOUNT EXECUTIVE

ABOUT SOCIAL GHANA

Social Ghana is an award-winning full-service creative agency based in Accra, Ghana. With a strong emphasis on digital marketing, we help brands thrive in the rapidly evolving digital landscape.

At Social Ghana, we pride ourselves on our ability to think outside the box and bring fresh and relevant perspectives to every brand we work with. We combine our expertise with a deep understanding of consumer behavior to deliver impactful and results-driven content.

Our team consists of talented individuals who are passionate about creativity, innovation, and delivering exceptional results. Our services include branding and design, social media marketing, traditional marketing, and production.

OVERVIEW OF THE ROLE

As an Account Executive, your primary role is to support the Account Management Team in maintaining strong relationships with clients, smooth management of our brands and successful execution of strategies, campaigns and content. This role is a fantastic opportunity for individuals looking to kick start their career in Account Management within the dynamic world of creative marketing. Additionally, you'll be exposed to all arms of the agency including the operations, content and design teams. To excel in this role, you should be a creative thinker and problem-solver with excellent organizational and communication skills.

This is a full-time position in a hybrid work environment in Accra, Ghana.

REQUIREMENTS

- An undergraduate degree
- Exceptional time management and organizational skills
- Excellent written and verbal communication skills
- The ability to work independently and collaboratively
- The ability to work professionally in a high-energy, fast-paced and dynamic environment
- Strong creative thinking and problem-solving skills
- A proactive approach to work
- Good receptiveness to feedback/adaptability
- Previous experience working in an Agency is a plus

DUTIES

- Provide general support to the Account Management Team
- Maintain strong relationships with clients to understand their needs, goals challenges and objectives, acting as a secondary point of contact
- Attend client meetings and take note of actionable steps
- Serve as a liaison between clients and the internal team
- Collaborate with creative teams to deliver client work, ensuring they adhere to brand guidelines
- Work closely with the Traffic Manager to make sure that all client work is delivered on time
- Project management and administrative tasks
- Support the team with creative input for brand, campaigns, strategies and



content

- Participate and lead brainstorming sessions
- Stay informed about our client's industry, business activities and competitors
- Participate in presentations both internally and externally
- Create and share reports

TO JOIN THE TEAM

If you'd like to join our team, please apply [here](#) now!

Please apply before 20th November 2023.