



JOB TITLE: Client Engagement Executive

LOCATION: Hong Kong

Based in our Partnerships (Sales) Department, this role is the key link between our clients and our team after a campaign is sold. You'll ensure every advertiser receives a seamless, high-touch experience with Sassy Media Group, while working closely with internal teams to support lead generation, sales planning, and overall partnership growth.

Main Responsibilities include:

- **Post Sales Management:** Act as the main point of contact for clients throughout the post-sale process, coordinating the scheduling of paid advertising across Sassy Hong Kong and Sassy Mama Hong Kong's website, newsletter, and social channels, while managing client expectations and ensuring all deliverables are met on time.
- **Cross Departmental Coordination:** Coordinate cross-functionally with internal teams to assign tasks, monitor progress, follow up with team members, and verify timely completion—ensuring seamless campaign delivery.
- **Additional duties as assigned**

Required Skills

Education & Experience

2-4 years of experience in a project management and customer service or client facing role

Skills & Competencies

Comfortable taking ownership of timelines and processes

Excellent interpersonal, organization and client management skills

Internally motivated to meet deadlines

Team player as this role has direct links to multiple departments across the group

Strong attention to detail

Proficiency in English (either Native or Native Level)

Benefits of Sassy Media Group

- This is a full-time role with a friendly team that offers flexible and remote working arrangements.

Please send your CV and cover letter to: jobs@sassymediagroup.com with the below subject line.

Subject line: Client Engagement Executive - Your Name

Note: The applicant must be eligible to work in Hong Kong and be based in Hong Kong, (unfortunately we cannot sponsor a visa).