

# Tokopedia Fast Line Hiring: Key Account Manager

Media Partner Proposal



# Table of Contents

01

Introduction

02

Job Description & Requirements

03

Timeline

04

What We Need

05

Communication Plan

# Tokopedia Fast Lane Hiring: Key Account Manager

A fast track hiring process that enables talent to experience a **speedy recruitment process for Key Account Manager** positions in Tokopedia. We're looking for **account managers** and **relationships managers** experienced in **business development, partnership or ads account management.**

This program ensures a dynamic and agile hiring process, where future talents can **undergo a short yet effective recruitment at Tokopedia.**

Get ready to have your **CV reviewed and contacted by recruiter in just a couple of days!**

## Job Description

1. Responsible for monitoring monthly target and achievement for related Products
2. Researching and recommending new opportunities, recommending profit & service improvements
3. Understand the needs of business partners
4. Create relationships with new clients & build good working relationships
5. Maintain relationships with existing clients with providing support, information & guidance
6. Responsible for after-sales services
7. Maintaining documents needs with legal and finance team
8. Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new business opportunities

## Requirements

1. Minimum of 1-2 years experience in merchant retention, key account, partnership or relationship management
2. Understanding about one of the category is suggested such as (FMCG, Fashion, Mom & Baby, Home & Living, Automotive, Sport & Hobbies, HP & Gadget, Electronic)
3. Would be a plus to have experience in Digital Media, Online Marketing and advertising
4. Strong analytical and negotiation skill.
5. Demonstrated ability to communicate and influence at all organizational levels and across all functions. Must be clear, concise, and convincing.
6. Detail oriented team player with good planning and problem solving skills who is willing to go extra miles.
7. Sense of urgency for incident resolutions
8. Ability to multitask in a fast paced environment with minimal direction.
9. Proven experience in navigating the complexities of internal and external partnerships.
10. Ability to gain deep understanding of partner goals and objectives to structure a mutually beneficial solution

# Timeline



24 Jan - 11 Feb  
**REGISTRATION**

Candidates  
submit the CV  
through Google  
Form



24 Jan - 11 Feb  
**CV SCREENING**

Recruiter & User  
screen the CVs  
from talent pool



24 Jan - 18 Feb  
**HR INTERVIEW &  
TECHNICAL TEST**

Technical test for  
candidates chosen  
*(if any)*



31 Jan - 18 Feb  
**FINAL USER  
INTERVIEW**

Final user decision  
proceed to offering



14 Feb - 21 Mar  
**OFFERING  
PROCESS**

Final user decision  
proceed to offering

# What we need?

## Promotional Exposure

- Poster publication to official partner's internal platforms (Email blast to database/WhatsApp groups/Telegram/Discord)
- Poster publication to official partner's social media (Instagram Story/LinkedIn Post/ Facebook/Twitter)

## Benefits

- Tokopedia will provide all the publication assets with exclusive logo placement of your community.
- Your logo will be displayed on our event poster which will be promoted through our Instagram Story, and "Thank You" post.
- Your logo will be displayed on our event poster in Tokopedia LinkedIn Official Account with more than **780,000 followers**

\* social media publication platform will be based on Partner's platform availability

\*\* publication starts from January 24 - 11 February, 2022

# Tokopedia's Communication Plan

Channel	Posting Date	Audience	Proximity	Partner's Logo
@InsideTokopedia IG Story	Jan 24 - 11 Feb	Public	High	Yes
LinkedIn Events Logo	Jan 24 - 11 Feb	Public	High	Yes
Thank You Partners IG Story @insidetokopedia	11 Feb	Public	High	Yes

# Thank you

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