CLIENT RELATIONSHIP EXECUTIVE

Job Ref. No: #JDMPR3512

2026 - 2027

- **Company Name** : Moris Media LLC
- **Designation** : Client Relationship Executive
- **Job Type** : Full Time
- **Industry** : Media/ Entertainment industry
- **Department** : Entertainment
- **Work Model** : Remote
- **Salary** : Negotiable Salary

www.morismedia.com

About morismedia

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Moris Media is Currently Hiring for **Client Relationship Executive Bangladesh** this job May requires you to support client communication, coordination, and brand alignment within a professional agency environment focused on public relations, digital marketing, and reputation management. The Client Relationship Executive plays an important role in maintaining structured interaction between clients, public personalities, and internal teams while ensuring that campaigns, communication timelines, and brand activities remain organized and aligned with client expectations. The role requires a confident and presentable professional who can represent Moris Media during client interactions while maintaining clear and responsible communication standards. The position involves assisting in the day-to-day coordination of client accounts and ensuring that communication between internal departments such as PR, digital marketing, strategy, and creative teams remains efficient and well organized. The Client Relationship Executive supports the execution of campaigns by ensuring that deliverables, approvals, and feedback processes move forward smoothly. Maintaining regular communication with clients, sharing updates, and ensuring clarity on campaign progress form an important part of this responsibility. The role also involves supporting the digital presence of assigned personalities or brands by coordinating social media activities, content alignment, and communication planning. Ensuring that brand messaging remains consistent with the personality's professional positioning and public image is an important part of maintaining credibility and audience trust. The **Client Relationship** Executive contributes to maintaining organized communication flows, assisting with campaign coordination, and supporting brand visibility across digital platforms. This position requires an outgoing and presentable individual who can comfortably interact with clients and public personalities within the entertainment and media ecosystem. The role demands professional discretion, responsiveness, and the ability to maintain strong working relationships while representing Moris Media's communication standards and brand credibility. Operating in a fast-moving environment, the Client Relationship Executive contributes to client satisfaction by ensuring reliable coordination, consistent communication, and effective support for campaign execution and brand positioning.

Primary Responsibilities

Client Communication Support
Maintain regular communication with assigned clients and public personalities to ensure clear updates, alignment on campaign activities, and smooth coordination.

Account Coordination Assistance
Assist in managing day-to-day coordination of client accounts to ensure campaigns, deliverables, and communication processes remain organized.

Internal Team Coordination
Work closely with PR, digital marketing, strategy, and creative teams to ensure all campaign tasks and client requirements are executed efficiently.

Campaign Execution Support
Assist in the implementation and coordination of campaigns by ensuring timelines, approvals, and deliverables move forward without delays.

Client Interaction and Relationship Building
Develop positive working relationships with clients and stakeholders while maintaining professionalism and effective communication.

Social Media Coordination
Support the management and coordination of social media activities for assigned personalities or brands to maintain consistent digital presence.

Brand Communication Alignment
Ensure that brand messaging, communication, and content activities align with the professional positioning and public image of the client or personality.

Approval and Feedback Management
Coordinate with clients and internal teams to collect feedback, manage approvals, and ensure timely revisions of campaign deliverables.

Campaign Progress Updates
Provide regular communication updates to clients regarding campaign progress, deliverables, and timelines.

Brand Visibility Support
Assist in initiatives that improve brand awareness, media visibility, and digital engagement for assigned clients or personalities.

Professional Representation of Moris Media
Represent Moris Media with professionalism during client interactions, meetings, and coordination activities.

Reputation and Messaging Awareness
Support monitoring of brand communication to ensure that messaging remains aligned with the client's public image and reputation.

Organized Communication Flow
Maintain structured communication channels between clients and internal teams to avoid delays and misunderstandings.

Adaptability in Fast-Paced Environment
Operate effectively in a dynamic agency environment where priorities, campaigns, and communication needs may evolve quickly.

Client Satisfaction and Service Support
Contribute to overall client satisfaction by ensuring responsive communication, dependable coordination, and consistent support for campaign execution.

Required Skills

• **Client Servicing and Coordination Skills**
Ability to manage client communication, coordinate with internal teams, and support structured execution of campaigns and brand activities.

• **Extroverted Personality**
Confident and outgoing individual who is comfortable interacting with clients, public personalities, and stakeholders within the media and entertainment environment.

• **Observational Ability**
Strong attention to detail with the ability to observe client expectations, brand communication patterns, and campaign requirements to ensure smooth coordination.

• **Analytical Thinking**
Capability to understand campaign progress, analyze client feedback, and support improvements in communication and coordination processes.

• **Professional Communication Skills**
Excellent verbal and written communication skills required for interacting with clients, internal teams, and public personalities.

• **Presentable Professional Presence**
Well-presented personality capable of representing Moris Media during client interactions and professional meetings.

• **Social Media Awareness**
Basic understanding of social media platforms and digital communication to support brand visibility and online presence for assigned personalities or clients.

• **Client Relationship Handling**
Ability to build and maintain professional relationships while ensuring reliable communication and service support.

• **Time Management and Organization**
Strong organizational skills to manage multiple communication threads, approvals, and coordination tasks efficiently.

• **Problem-Solving Ability**
Capability to identify coordination gaps or communication challenges and work toward practical solutions.

• **Adaptability in a Fast-Paced Environment**
Comfortable working in a dynamic agency environment where priorities and coordination requirements may change quickly.

• **Willingness to Travel**
Open to travel when required for client meetings, brand activities, events, or coordination responsibilities.

• **Relevant Professional Experience**

Minimum **2 to 5 years of relevant experience** in client servicing, relationship management, public relations coordination, digital marketing support, or similar client-facing roles.

Qualifications & Experience

• **Educational Qualification**
Bachelor's degree in Marketing, Public Relations, Communications, Media Studies, Business Administration, or a related discipline. Candidates with exposure to digital marketing, brand communication, or public relations are preferred due to the client-facing nature of this role.

• **Open for Travel if Required**
The role may require occasional travel for client meetings, brand activities, campaign coordination, or events involving assigned clients or public personalities. Candidates should be open and flexible to travel whenever professional responsibilities require it.

• **Technical Specifications**
The ideal candidate should have access to the following technical resources to effectively perform their responsibilities:
A high-performance laptop or desktop with adequate processing power and memory to support communication platforms, digital tools, and coordination tasks efficiently.
A stable and high-speed broadband internet connection to ensure uninterrupted communication, collaboration with team members, and access to online resources.
A dedicated workstation or workspace that supports a productive and organized work environment, allowing the candidate to work efficiently without distractions.

• **Salary**
We offer a competitive salary and benefits package aligned with industry standards. Compensation will be determined based on the candidate's experience, skills, communication abilities, and overall suitability for the role. Salary details can be discussed further during the interview process with shortlisted candidates.

If your professional profile aligns with the requirements of this position, you can proceed to apply using the application option provided.

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

APPLY ONLINE HERE

Career Opportunities Across Borders

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