



Account Manager Position Available

Overview:

With experience working with national B2C and B2B brands, this mid-level position will see the ideal candidate have a wide range of experience with broadcast, digital, social media, and everything in between. The candidate will manage client initiatives and campaigns with core responsibilities including planning, budget control, and advising on strategic issues with the help of Account Directors.

To be successful, you'll need to be able to work on tight deadlines, be proficient with a variety of software, and have exceptional verbal and written skills.

Experience in the categories of Health & Beauty (Vision) or Manufacturing (HVAC and/or Electric) would be an incredible asset.

Key Responsibilities:

- Account management of existing and ongoing initiatives
- Coordinate tasks with the other departments in the agency including creative, social, media, studio, production and accounting as required
- Day-to-day interaction and written correspondence with clients, vendors, and other account related parties
- Development of briefs to clients and internal teams, proofing and critical path generation, sign-off and consultation, organize requirements and set up project timelines and billing
- Manage internal and external resources and vendors through the Project Team.
- Identify and communicate issues/risks in given projects to manage expectations
- Track and communicate project updates to appropriate stakeholders
- Use task management software and other internal tools to update team members accordingly, and ensure server file management and project documentation policies are adhered to

Skills and Experience:

- Minimum 3 years in an account support role in an agency environment
- Impeccable communication skills
- Extremely detail oriented and organized
- A team player with a strong work ethic who thrives under pressure
- Proficient with Mac/PC, Microsoft Office, and Google Docs/Sheets
- Confident communicator with video conferencing and chat tools
- Dedicated and able to multitask a variety of projects

