

# ACCOUNT MANAGER

## JOB DESCRIPTION

### JOB PURPOSE:

The Account Manager will be responsible for managing key agency accounts. Through a keen understanding of our clients' business, advertising, user experience, loyalty funnels, CRM and digital marketing, you will build critical consultative relationships with clients, becoming a trusted and valued partner. With exceptional problem solving, communication and leadership skills, the Account Manager will lead teams to do great work, while actively seeking ways to grow the agency's business.

### CONCRETELY:

#### RESPONSIBILITIES

- Creating and maintaining strong client relationships
- Collaborating on strategic direction for account and work streams
- Develop clients, with an emphasis on advertising, branding, digital and social marketing channel expertise
- Write briefs
- Ensuring the right resources are allocated on account projects through deep collaboration with project management
- Leadership, clear direction and motivation of team members
- Have a solid understanding of what it takes to get the work done and develop a solid grasp of the impact of changes to scope, responsible and timely communication of changes and issues

#### EXPERIENCE AND QUALIFICATIONS

- Digital agency experience is a must
- Demonstrate a solid understanding of client business and challenges and consistently look for ways to bring valuable solutions and high level strategic thinking to his/her assigned accounts
- Ability to probe, identify potential opportunities and begin to develop successful, compelling innovative solutions
- Excellent (written and verbal) presentation skills
- Strong client-facing skills and ability to build and maintain long-term relationships with clients
- Excellent organizational skills, ability to juggle multiple tasks and priorities
- Min. 4 years experience in agency is required
- A sense of curiosity, creative thinking, and an eye toward emerging trends
- Strong analytical, strategic abilities
- Creativity, inventiveness, imagination, and vision
- Natural leadership, decisiveness, excellent management skills

#### THE AM WILL BE AN AWESOME COLLEAGUE

- Be positive and a force for good in the team – even when faced with difficult problems
- Be solutions minded
- Remain calm under pressure
- Be prepared to muck in on areas outside of your immediate scope. This means sharing resources, helping on other accounts, taking part in pitches or managing internal initiatives
- Be ready for Aude's daily crazy story
- Do what you love and love what you do

*Your Agency\**