Account Manager Job Summary

Responsible for leading cross-functional account teams for nationally known clients. The position requires a professional project manager who works directly with our key client contacts and leads the delivery of complex integrated marketing and incentive programs.

Successful candidates will have an undergraduate degree in business, marketing or communications and 5+ years of business and project management experience. In addition, qualified candidates will have the ability to multi-task, strong attention to detail, as well as excellent interpersonal and leadership skills.

Key traits are:

1. Knowledge:
- A good understanding of what it takes to maintain and develop the most productive client relationships
- A good understanding of marketing concepts and mediums

2. Experience:
- Proven Account Management skills required in order to create, maintain and enhance customer relationships
- Ability to quickly understand the client, their products and their industry
- Experience in managing project campaigns, coordinating team members, vendors and partners is key
- Developing timetables and setting deadlines in order to achieve client objectives

3. Skills:
- Excellent report-writing, analytical and project management skills, excellent communication skills
- Strong listening and questioning skills

4. Abilities:
- Ability to lead a project using one's own initiative and working as part of a team
- Ability to create and maintain accurate / accessible and organized documentation
- Ability to effectively communicate daily campaign performance by producing all necessary reports in an effective, timely and tailored manner
- Ability to present campaign results and strategies at a senior management level, while considering the variety of knowledge levels within the audience
- Ability to identify and convert new business opportunities
- Ability to effectively manage customer and staff relationships, promptly respond to queries and ensure promises are kept and manage expectations