



July 2020

Job Description: Account Manager

Vendi is adding to its growing account management team. The new account manager will have experience in marketing and media execution, digital marketing, campaign execution, project management and building strong client relationships.

We require

- 2–5 years of experience in a digital, web, marketing or advertising environment (agency experience is a plus)
- Strong project management skills and experience
- Exceptional organization and planning skills with great attention to detail
- Experience in marketing, media and paid digital strategies
- Experience in website project management
- Ability to serve as team member in strategy, planning, brainstorming and campaign development
- Extremely high-level verbal and written communication skills
- Strong presentation skills
- Effective personal and time management skills
- Bachelor's degree in marketing, advertising or related field

Job description

Paths and activities (independent and collaborative)

Manage projects, teams and timelines to meet client deadlines

Serve as main point of contact between the agency and client

Assist in developing and managing a communication strategy and plan that elicit the awareness, behavior, emotion and engagement objectives of the client

Assist in creating and adapting marketing strategies and plans to meet client objectives including brand awareness, customer engagement, lead generation, direct sales, thought leadership and product or brand launches

Assist in executing communication strategies and plans with clients and agency team

Create estimates and proposals for clients

Negotiate pricing and terms with vendors

Assist in developing annual marketing plan calendars and budgets

Monitor plan budgets and prepare client invoices

Effectively present and sell strategies, plans, analysis and results to agency and client teams

Assist in the development and presentation of agency proposals and self-promotion efforts

We're looking for people who are

Dedicated to excellent client service and relationships

Organized

Strategic

Excellent communicators

Professional

Confident

Innovative thinkers and problem-solvers

Engaged in culture and media

Life-long learners

Respectful (and *enthusiastic*) for the ideas, expertise, talents and feelings of others

Appreciate both collaborative and independent work situations

Positive, fun to work with, and have an attitude and work habits that foster insight and productivity in others