

Account Manager Amphora Brand Design

Job Description

PURPOSE: Responsible for effectively managing multiple accounts within a brand design agency. Ensures jobs are completed on point, on time and on budget. Prepares plans and proposals, and manages campaign work to ensure the needs and expectations of the client are met. Maintains effective business relationships with current and potential clients.

Reports to: Brand Services Manager

Status: Salaried Exempt

PRIMARY RESPONSIBILITIES:

- Manage a book of clients as determined by Brand Services Manager.
- Formulate, build and communicate marketing strategies and plans as needed to support client's expectations, including print and social media.
- Collaborate with Brand Manager, Project Manager, or Creative Director to proactively provide solutions to assigned accounts.
- Present ideas and recommendations to clients; participate in creating and presenting pitches.
- Ensure revenue goals are met by timely invoicing of completed projects, handling project budgets, and managing project costs.
- Travel to and conduct face-to-face meetings with clients; prepare agendas, lead meetings, provide post-meeting synopsis and follow-up.
- Generate creative briefs, initiate work tickets, and coordinate project kick-off with team. Work as primary liaison between the customer and creative team to communicate job specifications and any relevant changes/revisions.
- Build and communicate marketing campaigns with business owners.
- Provide various reports to management.
- Other duties as may be assigned by manager for optimal operating requirements.

Knowledge, Skills and Abilities:

- Solid understanding and proven track record/results in branding, marketing and design
- Excellent verbal, written and presentation skills
- Strong computer skills; proficiency with Microsoft Office programs.
- Above average business acumen; able to make sound business decisions to meet the needs of the customers and maintain profitability goals.
- Able to effectively and efficiently manage multiple projects with variable deadlines in a fast-paced work environment with little to no direct supervision.

Education and/or Experience:

Bachelor's Degree in Marketing, Communications, Graphic Arts or related field or at least 3 to 5 years of experience. Any combination of education and/or work experience will substitute for minimum qualifications.

Performance Standards:

Employee will be reviewed on his/her ability to achieve the outcomes stated above. The employee must work safely at all times and maintain the confidentiality of all department, company and customer information.

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Equipment/Materials Used: General printing and office equipment.

Conditions of Employment: The work setting consists of an office environment with suitable lighting, comfortable temperatures, and a low noise level. Employee should be able to sit and work at a computer for prolonged periods of the time. General vision and hearing. Occasional travel to customer sites may be required.

I understand and I am able to perform the above mentioned job requirements.

Signature

Date