

## Account Manager

**Armstrong Partnership LP** is a full-service, results-driven marketing agency that values enthusiasm, entrepreneurship, integrity, creativity and collaboration. If you're ready to roll up your sleeves and rev up your brain in an easy-going but hard-working environment, this might be the job for you.

**Reports to:** Account Supervisor, or Account Director/Group Account Director

**Works with:** Cross-functional teams

**Direct Reports:** N/A

The Account Manager acts as the hub of information for both the client and internal teams in our Duluth, Georgia location. They work in partnership with senior account team members and are the liaison between clients and a range of agency staff. The Account Manager also works closely with clients and ensures each client is well informed throughout the process and is confident in the agency's capabilities.

### What you will need to do:

- Diligently manage projects, timelines, resources, and budgets for multiple client projects
- Foster strong relationships with client teams
- Translate client requirements into agency briefs with the support of the account and strategy teams
- Ensure that all executional client requests are met in a timely and service-oriented manner
- Develop overarching project and campaign plans and timing, including presentations
- Develop client budgets, perform reconciliations, and prepare monthly invoices
- Generate weekly client status reports, agendas, and contact reports
- Participate in weekly internal status reviews with senior account members
- Build relationships with internal teams, including creative, digital, strategy, studio, and production
- Remain current on all aspects of client marketing trends and other areas affecting clients' business
- Perform other duties assigned by the senior account team

### What you will need to have:

- 3 to 6 years of experience in an account management role in an agency
- Post-secondary degree or diploma in marketing is preferred
- Proven ability to build engaging client relationships
- Strong presentation, communication, and negotiation skills
- Ability to independently manage and lead projects
- Critical thinking skills and an aptitude for finding solutions
- Ability to work independently and collaboratively
- Exceptional planning and organizational skills
- Experience in human health or animal health would be an asset

Armstrong Partnership LP is an equal opportunity employer. Accommodation is available for applicants selected for an interview.