

Insivia Account Manager

Will primarily be responsible for developing marketing & communications strategies for existing clients and providing complete management of projects ensuring timely deliverables on budget.

Typical Responsibilities

1. Create marketing strategies, campaigns & innovative ideas; present those strategies to clients and provide guidance on budgets, timelines, measurements & success
2. Responsible for all client communications, conflict resolution, and compliance on client deliverables and revenue.
3. Reviews all major deliverables (i.e. strategic brief, function spec, tech spec, etc.) to ensure quality standards and client expectations are met.
4. Ensures that client issues are dealt with in an efficient manner, informing a Manager of any problems that may arise.
5. Owns the contract and contract renewals for new work for an existing client.
6. Approves Change Orders and invoices, and is responsible for payment collections.
7. Works closely with the project team in order to maintain a continuous knowledge of project status in order to identify potential issues and/or opportunities within or related to the project.
8. Ensures that all processes and procedures are completed, quality standards are met, and that projects are profitable.
9. Aware and in pursuit of opportunities for account growth and new business, involving a Manager, Sales or support.
10. Communicates the client's goals and represent the client's interests to the team.
11. Provides regular two-way communication between the client and team, to provide strong team representation and set proper client expectations.
12. Understanding of company capabilities and service, and effectively communicates all offerings to the client.
13. Reports to a Manager providing regular input on all account activity, including status and call reports on a weekly basis.
14. Internal marketing & pr management – write blogs, submit press, update news, setup speaking events, assist with other events

Characteristics

1. Knowledgeable of Marketing (3 -5 years experience preferred)
2. Friendly & Approachable
3. Organized & Timely
4. Fearless & Confident

Compensation

1. Salary: depending on experience
2. Some Commission & Bonuses
3. Some Benefits