

Account Manager

Clemenger BBDO • Melbourne VIC 3004

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Skills

PROJECT MANAGEMENT

Full job description

Account Manager * Melbourne-VIC * Account/Project Management * 10-Jul-2021 Job Description eg+ is an established global production agency that has been providing design, digital and content creation services as part of the Clemenger Group since 2007. As an agency we believe in working closely with clients to help deliver effective communications. With this in mind, an exciting opportunity is now available for an Account Manager to join eg+ and work with one of their largest clients. Experience and Knowledge The Account Manager will be responsible for maintaining client relationships, receiving briefs, and working closely with the production team and the wider business to drive great work. * Minimum three years' work experience ideally in a similar capacity * Have a sound knowledge of print and digital requirements * Deadline driven, energetic and target oriented individual * Excellent written and verbal communication skills * Ability to multitask, along with a high level of organisation skills * Media knowledge isn't a must however it is an advantage * Sense of humour would come in handy Approach & Attitude As an Account Manager you will need to demonstrate great communication skills and decipher client briefs accurately. You will also need to have an understanding and appreciation of great design work and seek at all times to apply that to your role. Specific Responsibilities * Make the client feel overwhelmingly loved by the agency * Understand client briefs accurately and debrief back into the agency in a timely manner * Understand client brand guidelines and keep up to date with changes * Remains calm when plans change and provides options for revised course of action * Communicates information, expectations and actions effectively between clients and agency * Ensure client work is produced accurately, within contract/estimate and within deadline * Co-ordinate client meetings, and manage the team of resources available from the agency when required * Maintain a disciplined, efficient approach to problem solving seeking

Job details

 Date posted
12 Jun 2021

 Expired On
22 Jun 2021

 Category
Editorial, Media & Creative Arts

 Occupation
Account Manager

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

assistance from the Senior Management team and colleagues when required. *

Maintain daily WIP reports and share with pre-determined personnel to ensure work is managed smoothly within the business * Manages expectations of all parties through a project Key to this will be: * A 'can do' attitude to all projects * An ability to multitask and manage multiple projects * Strong relationships with customers and agency peers * Good organisational mind * An ability to stay calm and focussed under pressure * Perseverance * Have passion for great work

If this sounds like you, please send in your CV and cover letter today.

Who is eg+: eg+ is an established global production agency that has been providing design and digital services as part of the Clemenger Group since 2007. As an agency we believe in working closely with clients to help deliver effective communications. Please note: All applicants must have the right to work in Australia. Clemenger Group is an equal opportunity employer and is committed to building a diverse and inclusive workplace. We encourage Aboriginal, Torres Strait Islander and people of all backgrounds to apply. At Clemenger Group we employ flexible work practices where appropriate, support charities including Peter MacCallum, and undertake a range of environmental initiatives across our businesses. To find out what it's like to work at eg+ please click on the people story below and view some of our work: