



## **Account Manager**

Creative Agency, COACT, looking for a mid-level Account Manager to immerse themselves into a brand-new agency model to take on multiple client accounts as well as administrative duties for COACT.

### **About COACT:**

COACT is an innovative, adaptive, immersive model of top global talent to provide quick and nimble strategic concepting, creative, and development through final execution across all channels of the marketing mix. COACT is more importantly a community. 450+ creatives spanning 18 countries are ready to be activated and attack any problem presented by any brand in the world.

### **Responsibilities:**

- Act as the lead point of contact for multiple clients
- Lead weekly internal calls as well as weekly client calls (Create agendas, recaps, etc.)
- Build and monitor client budgets by optimizing costs.
- Ensure that all projects are delivered on-time, within scope and within budget .
- Develop a detailed project plan to monitor and track progress.
- Use the management and reporting tools on a regular and efficient basis.
- Prepares and owns timelines, budgets and project scopes across multiple work streams.
- Demonstrates the ability to problem solve and course correct independently and proactively.
- Report and escalate to COACT lead as necessary (weekly update reports)
- Track project performance, specifically to analyze the successful completion of short- and long-term goals.
- Plan and designate project resources.
- Create clear expectations with the client and team members.
- Set up a proper reporting and communication system for the entire team.
- Ensure that the brand is being represented authentically through all channels.
- Help bring in new team members when necessary.
- Compile quotes and negotiate vendor pricing.

### **Requirements:**

- 3+ years experience in account management/Project management
- Strong written and verbal communication skills - a people person
- Strong organizational and problem-solving skills with a keen ability to prioritize and multitask.

- Ability to adhere to and meet deadlines.
- Understanding of project management and experience with project management tools
- Self-starter and proactive
- Strong writing skills
- Good interpersonal and presentation skills
- Comfortable under pressure
- Approaches challenges with the intent of resolution
- Can work remote

**Compensation:**

- Compensation is \$40,000-\$50,000 annually plus benefits.