

## Account Manager

The work we do at Beakbane is of critical importance to our clients' success. We help companies grow through the use of Smart Programs that encompass many innovative forms of communication, including traditional marketing communications as well as digital marketing strategies.

Beakbane is a small, boutique-like agency and, as such, Account Managers have the benefit of being exposed to all aspects of the agency experience. At Beakbane, you will delve into the internal & external workings of our clients; how a company operates and how it's presented to the world. You will engage your creative flair and ingenuity to define and articulate brands, and develop innovative, integrated Smart Programs, including social media, that build sustainable value for our clients.

### Responsibilities

- Develop brand and communications strategies to build sustainable value.
- Prepare proposals, strategic recommendations and summaries.
- Create content for a variety of communications, including packaging, online communications and various print materials.
- Understand the client's business and competitive environment.
- Anticipate and leverage client needs and opportunities to grow existing business.
- Identify and pursue opportunities to secure new business.
- Manage all financial aspects, including managing quotes, budgets and margins, sourcing services from third parties and preparing purchase orders and client invoices.
- Proofread and check details on all jobs prior to client presentations.
- Foster a collaborative and creative environment.
- Help build morale and a positive work environment.

### Qualification Guidelines

- Minimum of two to three years of agency or client-side experience, with a record of achievement.
- University degree with strong academic record.
- Strong people skills. Must be able to build relationships.
- Excellent oral and written skills.
- Ability to listen, question, understand and analyze.
- Reliable, hard-working, conscientious and dedicated professional, team leader and player.
- Extremely detail oriented, strong organizational skills and effective time management/project management skills. Ability to work quickly, in a fast-paced environment.
- Solid understanding of the creative process.



### **Other**

- Continue becoming more knowledgeable about all aspects of marketing, production and design.
- Attend courses and participate in industry events.
- Assist in other company activities on an as needed basis.

Please email your resume to [hiring@beakbane.com](mailto: hiring@beakbane.com)