

## **Account Manager**

The Account Manager for Adsoka is responsible for day-to-day activities of assigned accounts and for building and maintaining the agency/client relationship. The Account Manager is also responsible for ensuring the flawless, on-time and on-budget delivery of agency products and services.

### **Responsibilities:**

- Interacting with clients on a daily basis and answering questions regarding production status (30%)
- Managing marketing calendars, trafficking assets and the complete client approval process (30%)
- Perform basic project management (20%)
- Maintain positive relationships within team (10%)
- Resolve client issues and propose solutions (10%)

### **Skill Requirements:**

- Strong relationship building skills
- Demonstrate enthusiasm towards team members and clients
- Ability to anticipate challenges and resolve them quickly
- Willingness to develop intimate knowledge of marketing tools
- Strong desire to initiate ideas and influence change
- Flexibility to conform to changing client needs
- Comprehension of the various technologies utilized within the digital marketing arena, including web site analytics, third-party ad servers, media tracking tools, and multi-variate testing platforms
- Ability to give constructive feedback to others
- Keep up with current industry trends

### **Characteristics:**

- Strong written and oral communication skills
- Detail-oriented
- Able to multi-task and use daily time management skills
- Strong organizational skills
- Self-motivated
- Able to accept constructive feedback

### **Applicant Requirements:**

- Applicants need to have at least 2 years experience and/or demonstrated abilities to perform the work