

Job description

Spurrier group is growing, and we are seeking an experienced **Account Manager** to add to the Spurrier Group Media Intelligence team. Founded in 1996, Spurrier Group is a boutique agency that employs senior-level people with decades of experience in consumer research, marketing strategy, advertising, branding, and media planning/buying. Our staff hails from some of the top agencies in the country. Best of all, many of them have been with us for over a decade. We work with regional, national, and international agencies and clients. We provide excellent benefits and work environment and are looking for an experienced media buyer to support our brand of Performance Media across all channels. This is an in-office position. Spurrier Group has remained open throughout the pandemic, and we have maintained a safe and healthy environment.

We are actively looking for an account manager who has a media background and can serve as the day-to-day liaison between Spurrier Group and our creative agency partners. They will be responsible for ensuring that the agency is meeting the client's needs and working with all the key functions that go into creating the agency's output. They will be solving problems, managing internal and external communications, and driving projects to completion.

Responsibilities:

- Ensure that project deadlines and budgets are met, communicating, and seeking approval of any changes to these
- Maintain accurate records of meetings, decisions, and next actions
- Identify ways to grow client accounts through new business opportunities
- **Candidates MUST have experience in media and an understanding of the terminology and key players in the business.**
- Responsible for managing the client relationship through effective communication, problem solving, and responding to requests

Requirements

- 5+ years of related experience
- Well organized, with strong attention to detail and time management skills
- Be an effective communicator, both verbally and in writing
- Be persuasive, able to sell work and ideas, and respond positively to feedback
- Be flexible, and able to solve problems
- Be resilient and positive in difficult situations
- Be able to juggle competing demands from clients, agency partners and team members
- Have strong presentation skills

Send qualified resumes to info@spurriergroup.com