



Job Title: Account Manager – Memphis, TN
Salary Range: Commensurate with experience

Overview of Position

This is an opportunity for a bright, energetic professional to work with a full-service marketing communications company. The successful candidate will provide exceptional account management and sales support to enable the Sales Director of the Shamrock Memphis office to maximize time in the field with clients. The Account Manager will consistently deliver a high level of customer service, striving to exceed client expectations while maintaining company standards, goals and philosophy.

Responsibilities

Responsibilities include all aspects of account management, vendor management, and the related expectations, to insure that critical deadlines are met and managed including:

- Creative Design/Layout and Proofs
- Competitive Pricing and Bids
- Mockups and Press Approvals
- Story Boards Design, Flow and Presentations
- Voice Over and Filming Management
- Animation and Motion Graphic Advisor
- PPT Deck Proofing and Development

Requirements

- 2-4 years (or more) of marketing/advertising industry experience
- Bachelor's degree in Business, Marketing, or Communications preferred
- Ad agency experience highly preferred
- Self-starter with an exceptional work ethic; ambition to go far, fast
- Able to clearly and concisely articulate a persuasive point of view both written and verbal
- Thrive in fast paced, constantly changing environments
- Efficient multi-tasker with an eye for detail
- An advanced understanding of the Adobe Creative Suite of programs
- Exceptional project/program management skills
- Reliable transportation to visit with our vendor partners
- Demonstrated ability to work effectively with internal and external groups and teams
- Highly proficient in PowerPoint, Excel and Word
- Learn, understand, and effectively apply Shamrock Systems
- Solid project management skills, including the ability to prioritize, document, and work with a sense of urgency to meet deadlines
- Demonstrated strength in performing work in a fast-paced, time-pressured environment
- Above average time management and documentation skills
- Demonstrated problem-solving and negotiation skills