

Jr./Asst. Account Manager Job Description

Jr./Asst. Account Manager Overview:

This position is responsible for supporting our in-house account team in a junior capacity. This role will be specifically focused on assisting with client-facing account support across all multi-channel marketing activities (digital, print, video) for our home appliance category. In the area of marketing support, candidates should have a basic understanding of digital marketing as it pertains to .com, display advertising and social media. The ideal candidate will have prior experience working with cross-functional teams (art, copy and video/photography production teams are a plus) collaborating with clients and have an understanding of online marketing. This position will also facilitate senior and executive account team members with all marketing initiatives. Lastly, this role will support the management for managing the hosting and distribution of all digital content (videos, imagery, specs, guides, tools, etc.)

Jr./Asst Manager Duties:

- Support account management team for all projects from initiation to completion.
- Support of digital content development including working with design, copywriting, video and digital production teams for asset development on multiple/simultaneous projects at different stages.
- Effectively manage timelines/schedules including outlining goals, deliverables, and required resources. Budget and scope management is a plus.
- Support senior and executive account management team members, sometimes act as the liaison between client and internal teams to kick off new projects, communicate feedback and timelines.
- Compile, organize and manage notes, assets and documents necessary for product launches.

Skills/Qualifications:

- Strong interpersonal, communication and writing skills.
- Account Management proficiency, experience with tracking budgets, creating scopes, self-Development, planning, organization, and understanding of Microsoft Office tools (Powerpoint, Excel, Word). Basic design skills (Photoshop/InDesign).
- Work effectively with business partners, vendors, technology, and project teams
- Determined and solutions-based individual who demonstrates initiative to actively seek out answers to problems. Not afraid to ask questions and engage internal/external personnel for collaboration.
- Preferred digital background and understanding of marketing advertising (ie. Website, analytics, paid digital marketing initiatives, organic/paid search, digital and creative production)
- Excellent customer service and problem-solving skills, comfortable speaking and communicating with clients on a daily basis.
- Proficient understanding of digital marketing and advertising. Ability to be agile and flexible as customer needs change.
- Efficient in high pressure situations and ability to work within deadlines.
- DAM (digital asset management) experience a plus.