

JOB DESCRIPTION

ACCOUNT MANAGEMENT WIZARD

Also known as Account Supervisor, Brand Whisperer, Master of Client Expectations and President of Project Management. You are a multi-tasking wizard that's unbelievably organized, and gets a high off of completing a project early and under budget. Clients love your positive energy and reassuring demeanor, and even laugh at your jokes. (Jokes are mandatory by the way. We laugh a lot around here. We hope you do too.)

YOUR STATS

4

Year bachelor's degree

6

Years ad agency experience

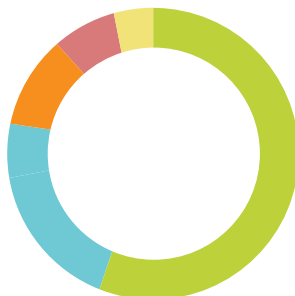
2

Social media accounts

50

Shades of awesome

YOUR TYPICAL DAY



- Project Management
- Client Management
- Business/Finance Administration
- Laughing at Instagram memes
- Whatever makes you happy

YOUR LIFE

Work from anywhere*

Enjoy flexible hours

Attend fun beauty events

"Research trends" on Instagram

Help grow a new business

Drink and curse while you work

** must be able to attend monthly meetings in NYC; travel 2-3 times a year*

POP QUIZ

HOW MANY CAN YOU SAY YES TO?

- ☐ Have you ever planned an event?
- ☐ Do you know what #BlackTwitter is?
- ☐ Do you know the difference between a vlogger and a blogger?
- ☐ Do you live in New York? If not, can you travel to NYC monthly?
- ☐ Can you define at least 3 of these without Google: ROTFL, IRL, FOMO, NSFW, DWL, TBT, IMO.
- ☐ Can you bring President Obama back to the White House?

IF YOU ANSWERED YES TO ALL 6
YOU'RE HIRED! IF NOT, YOU'RE STILL
ELIGIBLE. APPLY HERE.

WHAT YOU DO IN REAL LIFE THE FINE PRINT

- Work with clients to help them reach measurable goals within their activation plans
- Create scopes, and bill incremental project costs
- Attend weekly calls with clients to discuss current projects
- Brief the team on new projects and deliverables
- Create and monitor timelines, and schedule meetings
- Capture details from all meetings, and record information in the appropriate systems
- Monitor expenses and prepare invoices
- Manage and coordinate talent
- Travel as needed

CLICK HERE TO APPLY