

Account Director

Position: Full-Time

Blackjet, a boutique branding & creative consultancy, is looking for an energetic and enthusiastic Account Director to run a number of clients across a variety of categories. The ideal candidate will help nurture client relationships, oversee their day-to-day needs and develop ideas that grow their business. The ideal candidate will be a decision-making, problem-solving, timeline, and budget master.

Must have brand design and strategy experience.

Responsibilities

- Lead, manage and continue to develop the agency's relationship with key client contacts.
 - Become a trusted advisor and acquire in-depth knowledge of clients' business (key issues, competitive landscape and industry trends).
 - Lead the development of the annual Client Development Plan.
 - Work with a strategist to develop insights and strategy that inspires break-through creative.
 - Effectively balance client and agency needs and expectations.
 - Plan and execute roll-out of campaigns and projects.
 - Prepare accurate and timely internal communication: creative briefs, job initiation forms, change orders, timelines and estimates.
 - Provide effective and efficient oversight of agency resources to ensure projects are delivered as promised in terms of time, budgets and results.
 - Track and accurately complete monthly client Billings.
 - Accurately forecast the ongoing sales across all client work.
 - Assist the VP of Operations with forecasting, team management, process and new business as required.
 - Lead and grow an Account Manager.
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Qualifications

- A fearless approach to life and learning.
 - 6-8 years branding and/or communications agency experience.
 - Acute attention to detail.
 - Proactive and never settling for mediocrity (always willing to go above-and-beyond)
 - Ability to manage a team and multiple time-sensitive projects simultaneously.
 - Ability to build strong and trusting client relationships.
 - Excellent presentation, verbal and written communication skills with ability to influence and persuade across all levels inside and outside of an organization.
 - Demonstrated ability to build positive partnerships and work collaboratively with cross-functional teams at all levels of an organization
 - Bulletproof problem-solving skills.
 - Willing to jump into the day-to-day, as required.
 - An entrepreneurial mindset.
 - Team-oriented attitude and a willingness to pitch in where needed.
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Requirements

- Account Director: Minimum 1 year
- Agency experience: Minimum 6 years