

CORPORATE OFFICE

p: 920•430•7200 (US)
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f: 920•430•7205
cineviz.com



POSITION: Account Manager (r1_20150706)

EMPLOYEE: OPEN

REPORTS TO: VP of Sales

POSITION SUMMARY:

The Account Manager's primary focus is to field all day-to-day current account activity along with coordinating project work, collecting client assets, generating project estimates, and participating in the solution development creative process. The Account Manager is the primary point of contact for the client once the order is received to ensure deliverables are on-time, on-target and on-budget.

Additionally, the Account Manager works as an inside partner to the Strategic Account Executive who manages the client relationship at an executive, strategic level. The Account Manager supports this initiative by conducting research, gathering accurate information, assisting with marketing and sales material development, and attending client meetings as requested.

ROLE AND RESPONSIBILITIES:

- Act as the liaison between the account executive and production teams, and between clients and production.
- Manage multiple projects at once (10+). While some are small and immediate, others are complex and on-going.
- Participate in project kickoff meetings and coordinate approvals at every project stage.
- Assist in the development and/or review and updating of project creative briefs, project contracts, statements of work and purchase orders for accuracy.
- Provide ongoing communication regarding project status or budget issues to internal team members.
- Gather necessary information and material from clients and/or other team members.
- Inspect all materials and documentation for compliance to specification and standards before their release.
- Lead project estimate generation process (internal and external costs).
- Participate in cross-functional teams to develop and/or adapt processes, policies, and workflows to improve efficiency, accuracy, speed, quality, etc.
- Participate on client calls, taking notes to capture key points and action items.
- Screen incoming opportunities to assess qualification, project scope and determine proper routing.
- Support business development initiatives.

All Cineviz employees are members in a team environment and will be asked from time to time to complete other duties not specifically listed on their position descriptions.

OBJECTIVES:

- Ensure high quality standards in all client deliverables.
- Create effective internal partnerships to ensure client needs are met and projects stay within scope, budget, timeline, quality, and other Key Performance Indicators (KPIs).
- Listen and value the opinions of others, be an effective team member, support the team by pitching in at any level and effectively work across the organization to meet the needs of the business.
- Embrace change; maintain an open mind and be flexible and adaptable in the face of ambiguity and change.
- Support business development initiatives to increase sales.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business Administration, Media, Advertising, Marketing or equivalent experience.
- Minimum of 3+ years experience as an Assistant Account Executive, Account Executive, or Account Manager in an advertising agency or equivalent responsibility for project coordination/management.
- Proficiency with Microsoft Excel, Word and PowerPoint; ability to quickly learn new software applications.
- Experience in the digital media, social media and emerging technology industries (preferred, but not required).

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SKILL REQUIREMENTS:

- o Ability to thrive in face-paced, deadline driven environment.
- o Able to multi-task, shift priorities quickly, and handle multiple interruptions.
- o Extreme attention to detail and highly organized.
- o Strong writing, proofreading, and editing skills.
- o Professional communication skills, both internally and externally. Ability to articulate thoughts and concepts fluidly.
- o Personality to quickly build rapport and professional relationships.
- o Comfortable with managing client expectations and enforcing agreements.
- o Strong customer service skills.
- o Works well under pressure among a team consisting of different job roles and levels.
- o Strategic, creative thinking and problem solving skills are critical.

ENVIRONMENT DEMANDS:

- o Cubicle, open office space with flexibility for changing work environment.
- o Ability to sit for extended periods of time including extensive PC work.
- o May need to lift up to 40-lbs from time-to-time.
- o Periodic business day travel with occasional overnights.

Cineviz, LLC

Name _____

Signature _____

Date _____

Employee

Name _____

Signature _____

Date _____

