



## Account Manager

**WANTED: An Account Manager who wants to change the world, one brand at a time.**

HBG Health is a brand design firm driven to cultivate the brands that endeavor to change the health of the world. ([www.thinkhbg.com](http://www.thinkhbg.com)) We are growing and looking for new talent to join our team.

### Do you fit this picture?

Intelligent. Strategic. Relationship-builder. Collaborative. A leader. Unflinchingly bold. We like people who are willing to take a stand, to challenge the status quo, to shake things up a bit. Someone who knows their own potential and refuses to stagnate. Someone with a sense of humor.

**At HBG Health, we're looking for an account manager to lead our day-to-day relationships which clients while helping to grow our account team.**

As a senior member of the account management team, you ultimately represent HBG Health to our clients and suppliers, learning the intimate details of our clients' business, speaking up to give input to the strategy and creative, and most importantly, managing the gazillion implementation details that help make a good brand great. You'll be expected to be a brand champion for each account, helping the team deliver work that is simply amazing.

You will work closely with the leaders of the company, the creative team and the strategy and planning function, but at the end of the day, you and the account team hold the keys to ensuring everything we deliver is on time, on budget and flawless. You have to be able to multi-task in your sleep and thrive on our hectic, frenetic pace. And you must have the self-confidence and energy to stand up for your ideas. We're a small, family-owned company, so there is nowhere to hide if you don't have what it takes to contribute to our work.

This client-facing role is a key leader in managing HBG Health client relationships by leading internal project management, and supporting the client by providing day-to-day contact and project continuity. *Eventually the position may report to an Account Director, or the candidate could grow to fill that role.*

### Activities:

Oversee management of individual projects for multiple clients.

Participate in client planning meetings from project inception along with strategy and planning leader.

Proposal writing, including responsibility for ensuring proper documentation of contract terms and conditions, budget acceptance, etc.

Internal and external resource planning/coordination and budget preparation.

Work with firm leadership in budget negotiation.



Work with firm leadership to handle all billing and receivable discussions and achieve resolutions, keeping team informed of status of all outstanding issues and recommending a course of action.

Produce final creative briefs for review by project team and client.

Ensure that deliverables coincide with project scope, plan, budget, goals, and objectives.

Ensure that proper communication is maintained within project team.

Maintain knowledge of client industries and familiarity with competitive landscape.

Mentor/supervise account coordinators.

Depending on client requirements and project scale, account manager may perform duties of account coordinator.

Some travel will be required.

#### **QUALIFICATIONS:**

- 7 to 9 years marketing experience, including client service and marketing management
- Branding experience a definite plus
- Excellent communications skills, both oral and written
- Client service mentality; ability to foster and manage relationships
- Excellent organization skills with an ability to juggle multiple tasks simultaneously to meet both internal timelines and external deadlines
- Strategic, intelligent and creative thinker
- A clear understanding of the marketing communications process
- Able to effectively work with strategists and creative team
- A desire to learn, be challenged and be an instrumental part of a growing company
- Flexibility, open-mindedness, enthusiasm and a sense of humor
- Ability to work well in a team and to shine as an individual
- Proficiency in Word, Excel and PowerPoint

Must provide samples of previous work managed, developed or produced at first interview.

**Local candidates only. No relocation. No phone calls please.**

*To apply please submit your resume, cover letter, and writing samples to [employment@thinkhbg.com](mailto:employment@thinkhbg.com).*