

Account Manager

Bailey & Co. is seeking an Account Manager to join our growing agency team. This is an opportunity to join an exciting new purpose-driven agency that exists to help clients achieve their business goals while making a positive difference in the world.

As an Account Manager, you will be responsible for managing campaign and marketing initiatives, event planning and activation, and ensuring that Bailey & Co. is consistently meeting client objectives.

You should be an enthusiastic, team-oriented individual who: excels at organization and project management; has superb written and verbal communication skills; is not fazed with juggling multiple projects at once; is a self-starter who can act resourcefully in a deadline-driven environment; and enjoys making a difference.

Experience and Requirements:

- 2-5 years' experience working in an ad agency or similar environment
- Bachelor's degree preferred
- Strong background in a client-facing account management role
- Ability to manage time, stay organized, prioritize tasks and drive projects to completion against specified timelines
- Ability to be flexible and adaptable in a fast-paced, ever-changing environment
- Experience with billing approval and budget management
- History of working effectively in team environments with other people to accomplish specified goals
- Working expertise of Microsoft Word, Excel, PowerPoint and Salesforce a plus
- Strong business acumen (financial, marketing and strategic) and communications skills (verbal, written and listening) necessary to effectively interface with clients and provide strategic communications counsel; interpersonal skills necessary to provide communications direction inside and outside the agency
- Writing creative briefs for the Creative Director and his/her department
- Formulating marketing strategies
- Positive attitude

Good makes Great

Bailey & Co.



A typical account manager will have a 4-year college degree in one of the following fields:

- Advertising
- Communication
- Journalism
- Business administration
- Marketing
- Economics

Email resume to info@bailey-and-co.com