

## **JOB DESCRIPTION – Account Manager**

### **POSITION:**

Addison Clark is looking for a high energy multi-tasker with excellent people skills and a good sense of humor. The ideal candidate will be responsible for managing multiple client marketing programs, on-time and on-budget, while coordinating with the internal Addison Clark team in a collaborative work environment. As the main point of contact for clients, this position would require meeting with clients, owning projects from conception to completion, and tracking and reporting results to clients. Excellent communication and people skills are a must.

### **PREFERRED QUALIFICATIONS:**

- General knowledge of the marketing/advertising industry
- Excellent presentation, verbal, and written communication skills
- Work as part of a collaborative, cross-functional team
- Willingness to learn specific marketing channels, platforms, and programs
- Desire to work with clients to achieve their business goals
- Proficiency with Microsoft Office Products: PowerPoint, Excel, Outlook, etc.
- Strong organizational skills required; must be able to multi-task in a fast-paced work environment

Addison Clark is a full-service marketing agency in Richmond, Virginia, providing comprehensive business solutions such as web design, branding, search engine marketing, and consulting. We deliver more than flashy creative or catchy taglines. We deliver business results. That's what makes us measurably different.

### **TO APPLY:**

Qualified applicants should submit a cover letter, resume, and a list of (3) references to [info@addisonclarkonline.com](mailto:info@addisonclarkonline.com).

Addison Clark is an equal opportunity employer.