

ACCOUNT MANAGER (TORONTO POSITION)

The Account Manager is responsible for maintaining and nurturing excellent client relationships through the efficient management of project and administrative initiatives, keeping an open dialogue with clients at all times. The account manager will be responsible for overseeing staff and ensuring that work is being carried out in a timely and quality assured manner, ensuring that every detail is considered, documented and budgeted. The prime candidate is highly organized and has an ability to adapt and thrive under pressure.

Roles and Responsibilities:

- Responsible for meeting the needs of our clients, organizing creative work and liaising directly with clients, media, suppliers and the staff
- Production of detailed calendars and schedules required to ensure a project runs smoothly from conception to completion
- Involved in the creative direction and specification for: print, large and small format displays, social media, email campaigns, website.
- Generation of detailed budgets and estimates
- Maintenance of a detailed library of resources including samples and back up materials
- Overseeing production staff to ensure deadlines are met and that every detail is documented
- Monitoring and facilitating changes and maintenance to all client work
- Editing and proof-reading
- On site work may be required during event

Skills required:

- Mid-senior level with experience in a Real Estate marketing agency or agency background
- Excellent knowledge of Microsoft Office
- Excellent organizational and communication skills
- Strong knowledge of Social Media
- Basic knowledge of Adobe suite programs an asset

Please email your resume to Linda O'Connor at loconnor@ryan-design.com

Job type: full time