

**Date**: August 21st, 2017

**Account Manager, reporting to Business Director**

Key Client contact in managing assignments on a day-to-day basis. Works with Account Director/Business Director to manage overall Client relationship and to ensure all campaigns deliver on brand strategy (and on financial targets).

**Main Responsibilities:**

* Act as primary day-to-day contact for various clients across the full range of integrated services
* Work with Account Director to manage overall business and ensure that all team members are working together to deliver great work to our clients
* Responsible for delivering day-to-day activity on Client's business - including executing agreed scope of work assignments, ensuring that they are delivered on time and on budget with full Client approval
* Oversee and manage all Agency/Client communication requirements including contact reports, status reports, competitive reports and job estimates/scope of work
* Follow protocols for budget control, quality control and legal clearance and ensures that direct reports are aware of and comply with these protocols
* Contribute to new business development, involvement in tendering, pitch preparation and delivery

**Experience:**

* Bachelor’s Degree in Marketing, Advertising or similar
* 3+ years of marketing experience, advertising or agency experience with some activation experience an advantage
* Solid understanding of integrated marketing communications
* Excellent communications skills
* Team player who is positive and upbeat

We are committed, driven and action oriented, but we also like to have some fun. You will have a high energy, be a positive, can-do person who is never satisfied, and is always looking for ways to improve what we do. In exchange, we offer an excellent remuneration package and great place to work.

**Contact:**

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