

# Account Manager

Benchworks Philadelphia, PA, USA

## Benefits Offered

401K, Dental, Life, Medical, Vision

## Employment Type

Full-Time

Benchworks is a full-service advertising agency with offices in Chestertown, MD and Philadelphia, PA. We are interested in adding experienced Account Managers in the Philadelphia office.

Candidates will offer a passion for creativity and imagination while exhibiting a commitment to process and organization. Looking for experienced Account Managers who will demonstrate excellent communication and relationship building skills with an ability to contribute to the strategic direction and execution of creative campaigns.

Requirements:

- 2-3 yr. experience in client management either at an advertising agency or in-house marketing department
- Ability to execute projects from start to finish, delivering work on time, on budget, on strategy
- Adept at effectively managing multiple concurrent projects
- Develops and maintains solid client relationships; encourages a collaborative approach with departmental team members
- Works with Account Executive to create value added benefits tailored to specific client needs
- Desire to build and establish new client relationships
- Uses marketing and branding experience to create value-added benefits for all clients.
- Leverages knowledge and understanding of graphic design, creative and production to facilitate effective communication between client and departmental teams
- Strong presentation skills both verbal and written
- Knowledge of annual budgeting and monthly invoicing
- Interest and/or experience in brand planning
- Development of creative briefs, timelines and schedules
- Quick learner, adept at project management software
- Pharma experience strongly preferred

**About Benchworks:**

- Established, stable agency with a history of success
- Excellent benefits
- Agency values high standards of work
- Agency rewards loyalty and quality work
- Office is an open-plan environment with mix of account and creative team members
- Extensive training opportunities/continuing education
- Opportunity to use and further develop skills/expertise
- Team-based culture