

Account Manager

Benchworks, a full-service marketing agency with offices in Maryland and Pennsylvania, is looking to expand our internal Marketing Team. We are interested in an experienced Account Manager to join our Chestertown office onsite, full-time. This person will have a passion for creativity while still offering a commitment to process and organization. The Account Manager will demonstrate excellent communication and relationship building skills and possess an ability to contribute to the strategic direction, concept, and final activation of campaigns.

Responsibilities

- Develop creative briefs, timelines, and schedules
- Participate in internal marketing meetings and present work to management
- Develop and maintain solid vendor relationships, and encourage a collaborative approach with departmental team members
- Work with Marketing Manager to create value-added benefits tailored to specific agency needs
- Assist Marketing Manager with annual marketing plan objectives
- Coordinate scheduling and completion of tasks with Copywriter and Art Director
- Process payment of invoices and administrative tasks
- Research opportunities for promoting the agency through conferences, media, awards etc.
- Assist with event planning and production

Qualifications

- 2-3 years of marketing experience with an agency or in-house marketing team
- Ability to execute projects from start to finish - delivering work on time, on budget, and on strategy
- Knowledge and understanding of graphic design and print production to execute projects
- Strong presentation skills, both verbal and written
- Quick learner and well organized
- Proficient in Microsoft Office Suite and Workbook
- Knowledge of social media trends and best practices
- Ability to work under tight deadlines with quick turnaround
- Life science/pharma/healthcare experience preferred
- Knowledge of yearly budgeting and monthly invoicing a plus