

# account director

We are currently seeking an Account Director for our Client Services Division. Reporting to the Managing Director, the Account Director represents the 'heart' of the piece of business and is directly responsible for defining its culture and shaping its business. We always strive to find new, innovative ways of approaching Client problems, and answering Client briefs. The Account Director will create an environment in which the spirit, innovation, service, quality, and thought can flourish and grow.

## **RESPONSIBILITIES INCLUDE:**

- Building and managing client relationships
- Developing clients' marketing communication plans / programmes
- Implementation and coordination of client initiatives and special projects including, but not limited to direct marketing, public/media relations, advertising, corporate design, web sites and multi-media projects
- Preparation of client estimates, budgets, timings, proposals, media plans and presentations
- Acting as the lead on managing accounts that might have multiple team members providing support
- Managing the development of Junior Account Managers
- Developing new client relationships
- Working with Growth Manager on new business, writing proposals and presentations
- Maintain documents to manage clients and projects efficiently and professionally
- Demonstrate an understanding of financial processes, including forecasting and invoicing

## **REQUIRED SKILLS:**

- Relevant Degree in Marketing or Communications
- 6 - 8 years advertising experience in a fast paced agency environment
- Excellent written and oral communications skills, including presentation skills
- Demonstrated project management experience, and in particular developing and growing a team
- Ability to multi-task and meet tight deadlines; excellent organisational skills and attention to detail
- Ability to self manage as well as work within a team environment
- Understanding of on-line trends, e-crm and web development
- Firm commitment to excellence and client satisfaction
- Experience working within the digital arena, including business strategy, information design, creative design and demonstration of results driven activity
- Copywriting skills are an asset

*Aardvark is an equal opportunity employer. Applications will be dealt with in strict confidence. Please send resumes, no later than **July 29, 2012** to:*

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