

Designation:

Account Manager

Experience:

3+ years of work experience

Location:

Bengaluru

Core competencies:

1. Business & Financial Acumen

- Fluency in comprehending and maintaining financial data

2. Leadership & Team Management

- Keep team members motivated at all times
- Provide appropriate level of feedback concerning team progress (via performance reviews and on-the-job feedback)
- Train and motivate the team

3. Industry Knowledge

- Update self and the team on the latest industry trends

4. Customer Focus

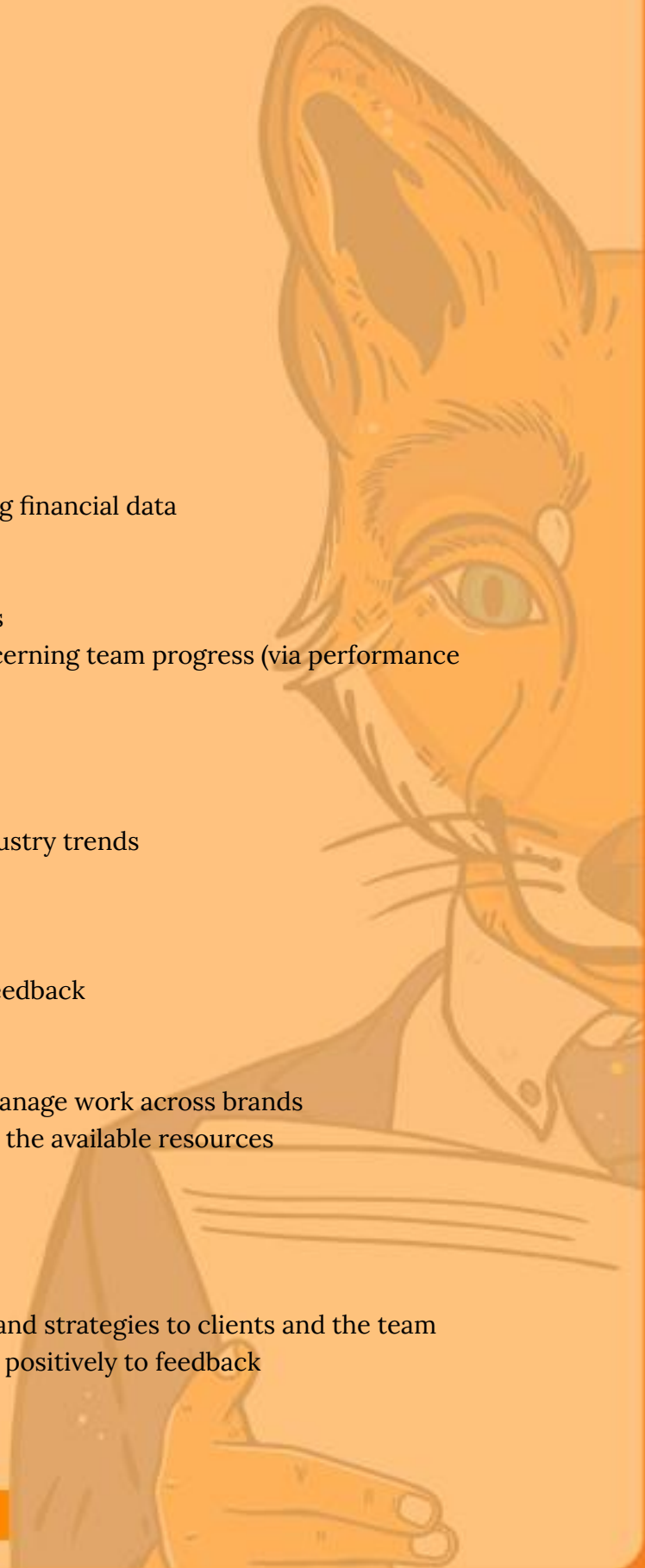
- Inside out knowledge of client business
- Timely resolution of client escalations / feedback

5. Planning & Organizing

- Tactfully prioritise tasks and projects to manage work across brands
- Deliver quality work within deadlines with the available resources
- Keen eye for detail

6. Communication

- Excellent written and verbal skills
- Ability to clearly articulate complex ideas and strategies to clients and the team
- Ability to sell work and ideas, and respond positively to feedback



Qualification:

- UG - Any Graduate - Any Specialization OR PG - Any PG Course - Any Specialization; Post Graduation Not Mandatory.
- Candidates with 3+ years of work experience can apply. Should have preferably been involved in Client Servicing, Strategy and Execution - All three
- Prior team management experience preferred
- Proven & demonstrable experience of being able to work under pressure and multi-task.
- Should be comfortable with handling pressure since the role demands it

Team:

Account Management

Reporting To:

Associate Account Director/ Account Director

Roles & Responsibilities:**1. Attend shoots and music recordings**

- Vendor management for outsourced work
- Maintain and create campaign cost sheets
- Review and share weekly JSRs with clients

2. Client on-boarding

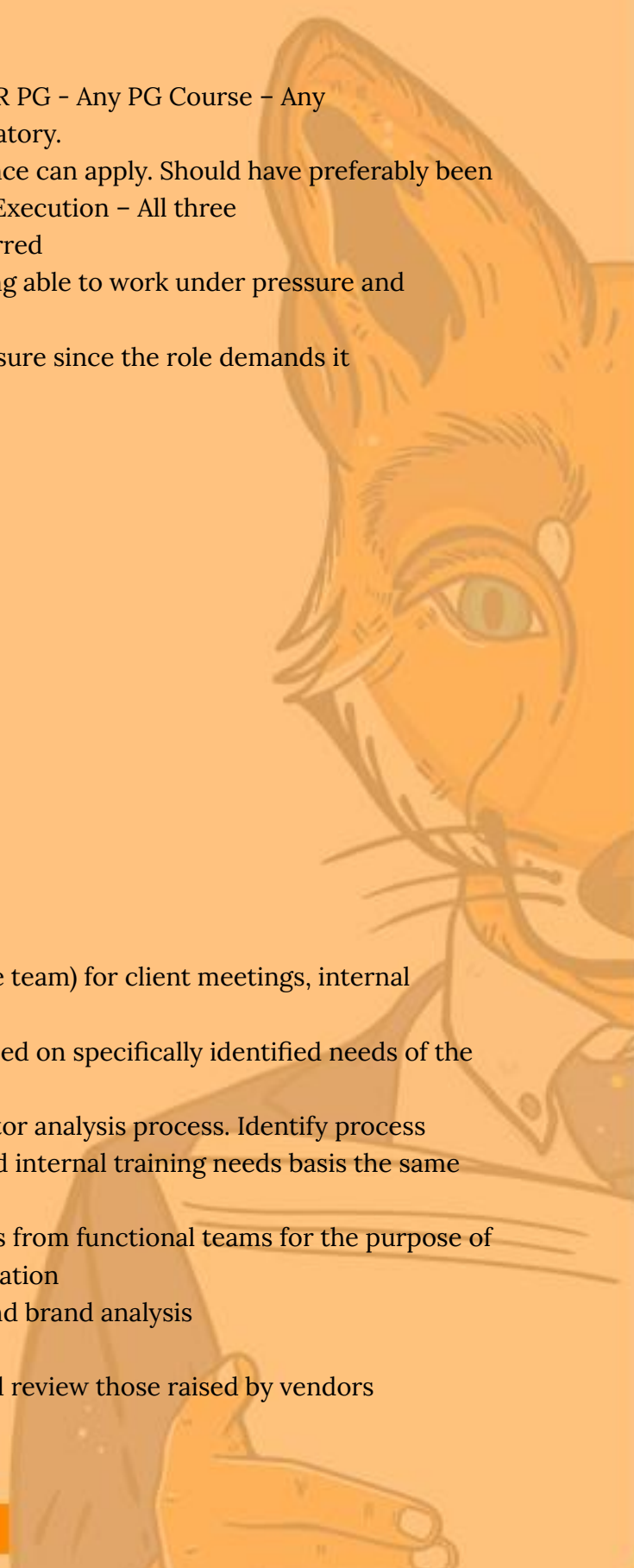
- Review & vet presentations created (by the team) for client meetings, internal management meetings and case studies
- Pitch new concepts to existing clients, based on specifically identified needs of the client
- Industry benchmarking basis the competitor analysis process. Identify process improvements, new potential offerings and internal training needs basis the same

3. Reports

- Ensure timely collection of data and inputs from functional teams for the purpose of social media and brand analysis report creation
- Review reports created for social media and brand analysis

4. Finance

- Raise all financial paperwork to clients and review those raised by vendors



- Calculate BCMA accurately
- Regular follow up with the client for due payment and ensure it's release by the due date
- Review all financial trackers and update the Associate Account Director on the same.
- Provide necessary inputs and course correction where required. Ensure their creation at the pre-defined frequency

5. Team

- Organize weekly team meetings to track work progress and provide feedback to the team as a whole
- Organize regular one-on-one discussion (with team members) to provide and collect individual feedback
- Hire capable, independent resources that can understand, communicate and execute client briefs accurately
- Create a team culture of research and self-development
- Build more capable teams by mentoring and guiding them to find solutions proactively
- - on the client-side as well as internally
- Work with the L&D team to structure training programs that directly impact work quality along with specific competencies

