



Account Manager

Block is a boutique brand consultancy that takes an integrated and collaborative approach to creativity.

Our small, enthusiastic and close-knit team thrives in our dynamic, casual environment. We work together to produce work that is of the highest quality possible.

We are looking for a smart, driven Account Manager with at least three to five years industry experience.

YOUR RESPONSIBILITIES:

- Manage and build positive client relationships by maintaining strong, close communication.
- Lead and manage close-knit teams.
- Work closely with the Director of Strategy to develop strategic plans and briefs.
- Develop creative briefs and brief the creative team.
- Drive inspiring ideas that are both effective and creative.
- Ensure all work produced is on-brand and in keeping with both our client's and Block's brand guidelines and values.
- Lead client presentations.
- Manage project budgets and monthly invoicing.
- Be responsible for all aspects of general account management including; development of proposals and estimates, overseeing schedules, minutes and agenda preparation, working with the Project Manager to ensure all jobs are trafficked through the studio as efficiently as possible and all deadlines are met, ensuring all necessary approvals are obtained and maintaining job files.

WHAT WE'RE LOOKING FOR:

- An ability to manage and lead a small but strong team through excellent organisation and communication skills.
- Have had three – five years account management experience, preferably in a creative agency.
- Experienced in managing a group of diverse clients.
- Experienced in campaign planning, including media planning and working with media agencies.
- An eye for detail and ability to multi-task in a fast-paced creative studio.
- Work well under pressure, maintaining an approachable and calm manner, with a cheerful and dynamic personality.
- Will be opinionated, but in a good way – and will speak your mind and challenge clients and their assumptions to deliver the best outcomes for clients.
- Have a dedication to the creative industry and are passionate about branding and advertising.



WHAT WE OFFER:

- Flexibility: excellent work/life balance (and convenient central location – near The Brisbane Hotel).
- Great working environment.
- Exciting and fun mix of local and international clients.
- A dog to pat.

If this sounds interesting to you, please take a look at BlockBranding.com and email your resume with a covering letter to: Tanya.Sim@BlockBranding.com

