



## **ACCOUNT SUPERVISOR**

ZLR Ignition is a dynamic branding agency looking for an account service professional with 7+ years of ad agency experience. We believe being creative is about being smart, and we are looking for a passionate, well-organized relationship builder who can bring strategy to the table, fit in with a disciplined agency and manage projects and people along the way. If you can write a great brief and actively collaborate with a team to help guide a campaign from start to finish, this may be the opportunity for you.

### **PRIMARY RESPONSIBILITIES**

- Develop strong working relationships with your clients and agency team.
- Demonstrate strong problem-solving skills and the ability to think strategically to move client brands forward.
- Manage client projects through the agency to completion.
- Effectively manage work to ensure accuracy and timely delivery.
- The ability to communicate effectively both verbally and through written documents, including proposals, presentations, client action reports, emails and other client communications.
- Assist in building timelines, creating status reports and handling monthly billing.
- Knowledgeable in working with media teams with traditional and non-traditional media, including digital advertising (web, social, content marketing).
- Support agency initiatives and projects such as agency marketing, new business development and other internal efforts as needed.

### **QUALIFICATIONS**

- Minimum of seven years of experience in an agency account services position or equivalent experience in a marketing setting
- A bachelor's degree is required, preferably in a marketing-related field
- Excellent writing, presentation, oral and interpersonal skills are a must
- Proficient in Microsoft Office Products (Word, Excel and PowerPoint)
- Experience managing and building client relationships

### **BENEFITS**

This is a full-time position that comes with a full complement of benefits, including health insurance, 401k, and paid vacation and sick leave.

ZLR Ignition is hybrid culture, with three in-person days and two remote days in our weekly schedule.

### **TO APPLY**

Send a resume and cover letter to Kelly Konz at [kkonz@zlrignition.com](mailto:kkonz@zlrignition.com).