



ACCOUNT MANAGER

ZLR Ignition is a dynamic branding agency looking for an account service professional with 3–5 years of agency experience. The right person will help us immediately exceed our clients' expectations by contributing their superior organizational skills and attention to detail.

PRIMARY RESPONSIBILITIES

- Learning and fitting in with agency culture and working agreements
- Manage client projects through the agency to completion
- Develop strong working relationships with your agency team and clients
- Effectively manage work to ensure strategic alignment, accuracy and timely delivery
- Ability to communicate effectively both verbally and through written documents, including client action reports, emails and other client communications
- Build and manage timelines, create status reports and handle monthly billing
- Gain expertise in our clients' businesses, products and industries
- Knowledgeable in traditional and non-traditional media and have experience with digital advertising (web, social, content marketing)
- Willingly seeks opportunities to assist on other agency work, such as new business

KEY REQUIREMENTS

- Minimum 3–5 years of experience in account service or project management
- Previous experience in a service business, preferably in an advertising agency
- Superior attention to detail and organization skills
- Demonstrated critical thinking and creative problem-solving skills
- Demonstrated superior emotional intelligence in your communication and collaboration
- A bachelor's degree in marketing, advertising or similar
- Proficiency with Microsoft Office Products (Word, Excel and PowerPoint)
- Proficiency with project management software such as Advantage, Workamajig or Asana
- Must live in the greater Des Moines area. Individuals who are willing to relocate to Des Moines will be considered.

BENEFITS

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

TO APPLY

Send a resume and cover letter to Steve Moran at smoran@zlrignition.com with the subject line "account management candidate."