



Account Manager

Overview

The Account Manager oversees creative project workflow to help drive projects through the agency. Responsible for coordinating resources, schedules, and project deliverables to ensure on-time, accurate, and on-budget client deliverables. The Account Manager builds and maintains strong, lasting client relationships built on trust.

Know what else you need to be? A wearer of many hats and the ability to change hats often. Able to manage and delegate a heavy volume of creative projects with team in a fast-paced environment.

Primary duties and responsibilities

- Intake client briefs through client project management system.
- Keep projects on track through strong resource assignments, schedule development, clear task lists, issue tracking, status reports, and meeting notes, working closely with the Creative Manager and Account Director.
- Gather all necessary information and assets needed for the team to complete the project.
- Write clear and concise project brief and revisions work orders for the internal creative team.
- Route creative deliverables to stakeholders and secure approvals at appropriate milestones.
- Play a dual role of client advocate and Burns team advocate, identifying and communicating effective resolutions to issues as they arise.
- Knowledge of digital marketing platforms, including but not limited to Meta, Twitter, Instagram.
- Lead status meetings and conference calls, when necessary.

Qualifications

- Minimum of a bachelor's degree or equivalent business experience preferred
- Must have at least 3+ years of agency experience
- Experience with successfully developing and tracking against meticulous project timelines
- Advanced computer skills with experience in widely utilized applications in the agency environment

Required attributes

- Strong communication, organizational, and proactive problem-solving skills
- Motivation to learn and ability to leverage multiple communication and project management software programs
- Ability to effectively handle multiple assignments at one time in a fast-paced environment
- Ability to prioritize and reprioritize tasks quickly and efficiently
- Unwavering attention to detail
- Resourcefulness
- Positive outlook and strong interpersonal skills

The details

- Full-time position
- Hybrid (in-office / remote) position located in Denver / Northern Colorado
- Salary is commensurate with experience level
- Benefits include paid vacation, 401k, medical/dental/vision
- Plus, you get to work with an amazing team

About Burns Marketing

Burns began in 1972, with just one client. Since then, we've served Fortune 500 companies, technology innovators, and causes near and dear to our heart. Today, Burns is one of the foremost agencies of its kind. Our results-driven team of creatives, designers, strategists, misfits, and makers continues to blend creativity with practicality to yield powerful results for our clients. Our client list includes Hewlett Packard Enterprise, Water Pik, Ericsson, Coalfire, Rocky Mountain Cancer Centers, Otter Products, Hach, and more.

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