themediastore.

Role - Account Manager (Media Agency)

Reporting to - Planning Director

Clients - Simply Energy, RMIT, Hino Trucks, Melbourne Racing Club and other new business

IMPORTANCE OF THE ROLE

An Account Manager has more than 4 years of experience in a media agency, is a more experienced and mature planner buyer with a broader cross-media and industry knowledge base which is visible in the standard of work delivered on a clients' business. This role is a step into managing; both client relationships and a direct report.

BEST 3 THINGS ABOUT THE ROLE

1. Getting to work in a fun, dynamic and fast-paced agency environment

2. Working across diverse brands with different strategies and client service needs

3. Being part of The Media Store – a leading independent media agency and one of Australia's certified Great Places to Work!

EXPERIENCE REQUIRED

The successful candidate must have 4 years of experience developing and executing Paid Media campaigns for clients across television, radio, OOH and press, with an understanding of digital desirable. Extensive knowledge of industry tools such as SMD, eTam, AQX etc a must.

KEY RESPONSIBILITIES OF THE ACCOUNT MANAGER

· Creation, maintenance, and implementation of campaign schedules

· Liaising between the client, the creative & digital agencies, and TMS with day-to-day project implementation and management.

· Setting the agenda for weekly client and internal WIPs and attending when relevant weekly WIPS with clients.

· Check Proforma invoices against forecast budgets & ensure that all brand media budgets are adhered to and correctly reconciled with Finance Operation Manager & Account Director.

· Ensure that full support is given to the Account Director, ensuring an ongoing, open line of communication across all aspects of the client & media business dealings.

· Development of the team's Media Assistant in conjunction with AD and secondary AM

· Supporting where required on ad-hoc requests

A more comprehensive JD can be supplied on request.