

# United Arab Emirates Jobs Expertini®

## Account Manager

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Company: Publicis Groupe

Location: , , United Arab Emirates

Category: sales-and-related

The Account Manager will use business nous and strategic intelligence in a creative environment. This role is for a thinker, someone who understands the digital landscape and is a curious challenger to understand and interpret client needs. The Account Manager will tackle business problems and communications briefs while managing allocated resource teams. Acts as day-to-day client contact, sometimes across multiple clients/accounts in a fast-paced atmosphere; work load prioritization skills are a must for success. Balances daily client requests alongside support of account teams to ensure on-time delivery of projects that align with client goals and vision. Assists client communication and management by developing and distributing conference notes/reports, scheduling client meetings and communicating status of initiatives to relevant internal and client stakeholders. Oversees and runs team status meetings to align internal stakeholders on priorities and goals of the meeting/projects. Works with directors on account leadership to develop strategy presentations, communication plans, element/creative briefs and other client-mapping deliverables. Set clear expectations for tasks and deliverables across teams accountable for work, communicating clearly and providing proper materials/documentation when necessary. Prioritize and streamline tasks to ensure accuracy and efficiencies, proactively identifying issues/risks. Passionate about understanding client's business and the associated news regarding the company; updates internal teams on any pertinent news. Compiles project details and insights. Assists in identifying business challenges and competitive insights. Helps coordinate client input/feedback and shares feedback with internal teams.

**Qualifications Experience Desired:** Advertising, digital and social media/community

experience·Competencies in MS Office, MS Project, MS Excel and other related project management and common communications tools is required·Ability to manage schedules, budgets, assets, and overall project organization to ensure requirements and project deliverable dates are clearly communicated, understood and executed upon·Experience with managing the process of advertising and development of campaignsThe ideal candidates will have:Energy, a sense of humor and an open and a curious mindDemonstrated ability to work with and support cross-functional project teamsExcellent verbal, written, presentation, and interpersonal communications skillsStrong attention to detail and focusses on task completionExperience working in an integrated agency ecosystem

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