

## Account Management – Job Description

Interested Parties Email: [jobs@walrusnyc.com](mailto:jobs@walrusnyc.com)

**Title/Description:** Account Director/Sr. Account Supervisor  
**Department:** Client Services  
**Reports To:** Managing Director  
**Location:** New York City (and open to remote)

**Background:** Walrus is an independent media and creative advertising agency with a mission to change the way the world feels about advertising by filling it with ideas that are smart, funny and respect people's time and intelligence. The agency's ability to make ads that people love has translated into business results for brands such as General Mills, Emergen-C (Pfizer), AMC, Amazon, PayPal, Lowes Foods, The Farmer's Dog, NorthWest Arkansas, Staples, and HBO among others.

### Brief Description of Role:

Working in account management at Walrus is the exact opposite of working in the account department of a big agency. You will be treated as an equal by the creative department, you will be asked to use your mind, you will be asked to think strategically. Your insights will be sought out and valued. Your clients will rely on you for insights and direction; and the agency will rely on you for the same things. In an extremely flat management structure you will be instrumental in ensuring that great business-driving ideas make it into the world. You will be given all the responsibility you can handle. You will sing karaoke.

### Responsibilities:

- +Management of specified client relationships/business, look to develop client relationships at a senior level
- +Service clients personally and directly, updating senior agency management as necessary
- +Provide strong leadership in the development of all marketing solutions and thought leadership for clients
- +Communicate client needs clearly with focus and direction
- +Collaborate with strategic resources to develop and implement creative briefs
- +Lead the agency team and drive campaign implementation
- +Present strategy and creative work to clients & agency partners, always playing an active role in helping to deliver the highest standard of work
- +Establish timing and budgets
- +Manage and mentor Account Executive

### Qualifications:

- +Six years minimum advertising agency experience
- +Strong interpersonal and communication skills, both written and oral
- +Excellent client-facing and relationship management skills
- +Strong knowledge of social media and influencer marketing
- +Proficiency in campaign reporting & analytics
- +Great problem solving skills and detail oriented
- +High standards and a strong work ethic
- +MAC savvy, proficient in Microsoft Office (Word, Excel, Keynote etc.)
- +Minimum of a Bachelors degree

### Benefits:

- +Comprehensive medical, dental, and vision plan for employees and their families.
- +Short-term & optional long-term disability
- +Matching 401K plan through the 4A's
- +Generous vacation, 10 paid holidays, + the week off between Christmas and New Years & the week of Independence Day
- +Casual dress code, office outings, corporate membership to MoMa, daily NYT delivery, the people and much more!