

Looking for an Account Manager!

A LITTLE ABOUT TAILFIN

At Tailfin, we help get brands unstuck. Brands like:

Start-ups in need of a brand ID and fuel to grow

Challenger brands looking to gain ground on a category leader

Established brands looking to change course or re-energize their message

Expansive brands looking for agility and efficiency

We help create the brand elements and energy they need to get unstuck, get on track, and power forward.

POSITION PURPOSE: Keep all aspects of a project running smoothly. This person believes details make a difference, loves efficiency, and is goal focused.

ATTITUDE, SKILLS & INTANGIBLES DESIRED:

- Relationship builder
- Thrives on challenge
- Honest and straightforward; but brings a lighthearted attitude to work
- Has a figure-it-out attitude
- Never stops asking why
- Confident communicator
- Takes pride in every job they do, no matter how small
- Zero ego– a true team player who jumps in wherever needed

ESSENTIAL JOB FUNCTIONS & REQUIREMENTS:

Keep projects running smoothly – on time and on budget

- Master of details, process, and workflow
- Able to juggle a lot of things at once and wear many hats with pride
- Gets energy from a fast-paced environment
- Ensure creative team has everything they need to make inspired work
- Manage financials through budgeting, billing, and using data to show project health

Make clients happy

- Build relationships and let them know you are listening
- Translate client direction into thorough, actionable creative briefs and project timelines

JOB SPECS:

- Undergraduate degree or above
- 3-6 years of agency experience in similar role
- Must be ok with hybrid work environment