

ACCOUNT MANAGER

JOB DETAIL

JOB TITLE: Account Manager

REPORTING TO: Group Account Director

DIRECT REPORTS: N/A

PURPOSE OF THIS POSITION

Responsible for maintaining our client relationships, managing the execution of sponsorship Activation, and media accounts, and ensuring client satisfaction.

KNOWLEDGE

REQUIRED:

Comprehensive knowledge in -

- Project Management
- Event Management
- Sports
- Entertainment (advantageous)
- Hospitality

QUALIFICATIONS

REQUIRED:

- Relevant bachelor's degree

EXPERIENCE

- Minimum 2 - 4 years' experience
- Must have worked on large scale Sponsorship Campaigns and Events

JOB CONTEXT

THE ACCOUNT MANAGER PRIMARILY

RESPONSIBLE FOR: (Managing and Implementing Sponsorship Activations and Media Accounts as appointed to you. Duties include but are not limited)

Client Relationships:

- Establish and maintain good client relationships.
- Actively participate in client conversations and assist senior members e.g., take the lead in talks about items you oversee.
- Demonstrate expertise in all Mscsports Account Management tools and processes.
- Effective and efficient running of projects across all client projects
- Gather, share, and act on client feedback on campaign work to build satisfaction, recognition of agency value, and feed credentials/effectiveness award entries.
- Be part of meeting regularly with client teams to plan and progress account activity.

Creative:

- Assist strategy in developing creative briefs, feeding in research/account/marketing knowledge.
- Brief creative teams in a simple, concise, yet inspiring manner, making sure they are always fully informed of the client's requirements.
- Assist with ensuring that the output is in line with the client's brief, Mscsports' standards, as well and all applicable legal and regulatory requirements.
- Assist in presenting and selling tactical creative ideas and work to clients on accounts that you are managing on a day-to-day basis.
- Champion and demonstrate a passion for the agency's creative output.

ACCOUNT MANAGER

JOB DETAIL

JOB TITLE: Account Manager

REPORTING TO: Group Account Director

DIRECT REPORTS: N/A

PURPOSE OF THIS POSITION

Responsible for maintaining our client relationships, managing the execution of sponsorship Activation, and media accounts, and ensuring client satisfaction.

KNOWLEDGE

REQUIRED:

Comprehensive knowledge in -

- Project Management
- Event Management
- Sports
- Entertainment (advantageous)
- Hospitality

QUALIFICATIONS

REQUIRED:

- Relevant bachelor's degree

EXPERIENCE

- Minimum 2 - 4 years' experience
- Must have worked on large scale Sponsorship Campaigns and Events

JOB CONTEXT

Delivery:

- Demonstrate organizational and time management skills to effectively manage work requirements.
- Ensure account team members are aware of all critical client deadlines to enable them to support you in prioritizing work.
- Assist senior members with the full Client Management Service Portfolio
- Work closely with cross-functional teams to ensure seamless campaign execution.
- Take ownership of all accounts within your portfolio, referring upwards when necessary/appropriate
- Prepare notes, contact reports and status documents, and share with the team.
- Manage and update project tracking tools (e.g., progress reports etc.) regularly.
- Rights Implementation and Leveraging
- Financial Management – Assist in drafting and management of Budgets, Reconciliation, and Reporting
- Supplier management - ensure suppliers deliver to the required standard.
- Risk Management – assist with closing off jobs and look at profit margins and financial growth when dealing with client sponsorships and budgets.
- Ensure all financial procedures are adhered to and understand and work diligently on Chase.

ACCOUNT MANAGER

JOB DETAIL

JOB TITLE: Account Manager

REPORTING TO: Group Account Director

DIRECT REPORTS: N/A

PURPOSE OF THIS POSITION

Responsible for maintaining our client relationships, managing the execution of sponsorship Activation, and media accounts, and ensuring client satisfaction.

KNOWLEDGE

REQUIRED:

Comprehensive knowledge in -

- Project Management
- Event Management
- Sports
- Entertainment (advantageous)
- Hospitality

QUALIFICATIONS

REQUIRED:

- Relevant bachelor's degree

EXPERIENCE

- Minimum 2 - 4 years' experience
- Must have worked on large scale Sponsorship Campaigns and Events

JOB CONTEXT

- Rights Implementation and Leveraging
- Assist in driving operational efficiency
- Account and Event Reporting
- Assist with invoicing, following up on payment.
- PR & Media Management and have an understanding of social media.
- Hospitality
- Assist with ad hoc projects.

People:

- Foster good relationships with all internal departments and cross-functional teams
- Encourage teamwork and effective communication.
- As a member of the Client Services team, assist where possible with the coaching and development of more junior members of the team i.e. example, Account Executives and Interns
- Proactively support your manager, bringing forward fresh concepts and challenging assumptions where necessary
- Consult senior team members for guidance and support

ACCOUNT MANAGER

JOB DETAIL

JOB TITLE: Account Manager

REPORTING TO: Group Account Director

DIRECT REPORTS: N/A

PURPOSE OF THIS POSITION

Responsible for maintaining our client relationships, managing the execution of sponsorship Activation, and media accounts, and ensuring client satisfaction.

KNOWLEDGE

REQUIRED:

Comprehensive knowledge in -

- Project Management
- Event Management
- Sports
- Entertainment (advantageous)
- Hospitality

QUALIFICATIONS

REQUIRED:

- Relevant bachelor's degree

EXPERIENCE

- Minimum 2 - 4 years' experience
- Must have worked on large scale Sponsorship Campaigns and Events

JOB CONTEXT

Business Development:

- Play a key role in pitch presentations where necessary.
- Work with other agency members to prepare responses to client requests for information.
- Ensure that clients are aware of all the services Mscsports can offer.
- Assist in spotting opportunities for new business and share them with your manager.

Media Solutions:

- General filing and administrative support (contracts, mandates, etc)
- Accuracy check and analysis of post-campaign data
- Sending out invoicing and general administrative communication
- Ad hoc administrative duties

ACCOUNT MANAGER

JOB DETAIL

JOB TITLE: Account Manager

REPORTING TO: Group Account Director

DIRECT REPORTS: N/A

PURPOSE OF THIS POSITION

Responsible for maintaining our client relationships, managing the execution of sponsorship Activation, and media accounts, and ensuring client satisfaction.

KNOWLEDGE

REQUIRED:

Comprehensive knowledge in -

- Project Management
- Event Management
- Sports
- Entertainment (advantageous)
- Hospitality

QUALIFICATIONS

REQUIRED:

- Relevant bachelor's degree

EXPERIENCE

- Minimum 2 - 4 years' experience
- Must have worked on large scale Sponsorship Campaigns and Events

SKILLS

REQUIRED:

- Event and Project Management
- Budget Management
- Client Service/ Care
- Planning
- Reporting

PERSONAL QUALITIES

REQUIRED:

- Open and friendly personality – Excellent people skills – You work well in a team and individually.
- A passion for the industry (either sports, events, or hospitality)
- Aptitude to multi-task effectively in a fast-paced environment
- Structured and deadline-driven
- Aptitude to multi-task effectively in a fast-paced environment Strong interpersonal skills
- You want to keep learning and are self-motivated and disciplined.
- Solutions driven.
- Strategic-operational thinking
- Attention to detail.
- Possess an energetic, outgoing, and friendly demeanour.
- Happy to work on weekends and travel.