

CRUEL MARCH 2024

ACCOUNT MANAGER
JOB POSTING

DESCRIPTION

CRUEL is looking for a client-centric marketing professional with a passion for events and culture to join our Client Service team in the role of Account Manager. The Account Manager connects our clients to our internal team, and also provides pathways between the company and our group of incredible external event and execution partners. Going from proposal all the way to project reporting, the Account Manager will dictate client workflow with an emphasis on best-in-class project management and execution. As the core responsibility, the Account Manager will work with our clients and internal team to implement thoughtful strategy on product sampling campaigns, brand activations, and event production.

CRUEL is looking for an amazing candidate who likes to operate in a fast-paced environment, and who will thrive within a creative group of young people. Our ideal candidate will learn and grow with our team, and is someone looking for a long-term opportunity. The Account Manager will be in-office 3 days per week in our downtown Toronto office, with the expectation for remote work the rest of the time.

RESPONSIBILITIES

- Manage client projects from start to finish, working with key internal and external project stakeholders
- Develop and manage relationships with clients & external partners
- Leverage project management tools and systems to create efficiencies with project execution
- Forecast and track key account metrics
- Support Operations team with promotional staff recruitment and management
- Manage client invoicing and documentation
- Support the Account Director on company sales initiatives and new client opportunities
- Enhance team organization through development of process and tools
- Contribute to outreach for new external partners to bring into the CRUEL community, focusing on the areas of music, sports, events, retail, and food service

QUALIFICATIONS

- 2+ years of related and meaningful experience in account management, client services, partnerships, marketing, and/or event management
- Post-secondary degree or diploma, preferably in a marketing or business-related discipline is an asset
- Familiarity with CPG marketing landscape
- Detail oriented and strong organizational skills

- Excellent verbal and written communication
- Natural relationship builder
- Passionate about events and culture
- Comfortability working in an IRL office environment
- Experience with Google Workspace, and/or other project management applications

START DATE

April 2024

COMPENSATION

\$60K-75K