

Account Manager

Allegra Marketing | Print | Mail – Lansing, MI

Job Description

We are looking for a driven, self-motivated individual with excellent people skills to join our team! Familiarity with our products and the printing industry would be helpful in working with our clients and overseeing client projects.

Core Values: Client Care | Ethical & Trustworthy | Results-Driven | Respect | Passion for Excellence

The ideal applicant would be a client focused, organized individual. Strong communication skills, social perceptiveness, time management, complex problem solving, and system evaluation skills are desired. The individual must be able to communicate well with others, have the ability to work independently, be self-motivated, and take initiative.

If you are looking for an exciting and diverse career that lets you help our and our clients' businesses, we may be a perfect match!

Responsibilities

- Retain and grow existing account base via superior service and needs analysis
- Build and foster relationships with new and existing clients
- Monthly promotions and marketing initiatives
- Vertical marketing
- Taking ownership in creating, developing, and maintaining marketing plans

Skills

- Oral, Written, and Spoken Communication Skills
- Time Management
- Active Listening
- Critical Thinking/Systems Evaluation
- Initiative
- Leadership

Abilities

- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Providing information to clients, co-workers, and others by telephone, in written form, e-mail, or in person.
- Using computers and computer systems to set up functions, enter data, or process information.
- Attention to Detail
- Ability to work independently, self-motivated, takes initiative

Requirements

- Bachelor's Degree in Business, Marketing or other related fields from an accredited institution
- 2-5+ years of experience
- Available Full-Time
- Expertise in Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Familiarity in Adobe Products (Photoshop, Illustrator, InDesign) a plus

Job Type: Full-time