



J O B D E S C R I P T I O N

Account Services Manager for Target Media USA

An Account Services Manager for Target Media reports to the Account Executive and is responsible for the day-to-day management of specific accounts.

© Required Skills:

- Strong administrative skills
- Understanding of media buying, planning and placement to collaborate on strategic plans that will meet client objectives
- Must be computer literate with experience in Microsoft Word, Excel, Powerpoint and various other programs
- Positive, team player who will actively participate in company development objectives
- Ability to prioritize, multi-task, anticipate needs, follow-up, communicate effectively and thoroughly with clients and co-workers via phone, written correspondence, face-to-face meetings and/or email.

© Compensation:

Account Services Managers will be paid a base salary based on experience standard benefits with additional incentives based on annual performance reviews if applicable.

© Responsibilities include, but are not limited to, the following:

Account Management – The Account Services Manager will assist the Account Executive with all aspects of client account management including, but not limited to communicating between client and media buying team, maintaining budget and files, proactively ensuring that client plans are executed accurately. The Account Services Manager will review all media plans and presentations prior to Account Executive or client review.

Goals – The Account Services Manager will work with the Account Executive and Key Target Media personnel to establish clearly defined measurable goals while that align themselves with Target Media's Specific Objectives and annual sales goals. Performance metrics will be established for the Account Services Manager and will be reviewed as required.

© Evaluation of Performance

Performance evaluation will be based on completion of required tasks as well as a several specific objectives (SO's). Those SO's may include, but may not be limited to: a) Deadlines consistently met, b) Account Retention, c) Overall performance as a Target Media representative, d) Overall quality e) Client satisfaction

- Quarterly review of performance with Target Media Management
- Annual performance review with Target Media Management