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## Job Bank Form

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### Equals Three Communications

#### Account Supervisor

#### Position Location

Bethesda, MD

#### Position Type

Full-Time

#### Position Reports to

Vice President – Account Services

#### Position Description

The Account Supervisor is the agency's management representative to the client. It is his/her responsibility to ensure the quality of the agency's work. The Account Supervisor sets the direction for client programs, applies the matrix of agency disciplines to solutions for client communication opportunities and considers himself/herself the guardian of the client's business.

#### *Responsibilities:*

- Demonstrate an ability to achieve strong client relationships and add value to client business. Attend client meetings and conduct agency presentations.
- Demonstrate understanding of client issues and acumen for positioning the agency's talent and strength against client opportunities. Utilize knowledge of the client's business and customers to provide pro-active counsel regarding marketing and communications opportunities. Demonstrate original thinking in strategy development.
- Conduct and facilitate internal account group meetings. Guide and oversee internal research, creative, and public relations teams relating to client business. Mediate discussions and priorities between the account group and members of creative, research, and other teams.
- Assume responsibility for growing existing accounts by pro-actively developing ideas for new projects. Lead follow-up efforts with clients.
- Contribute to the agency's new business development efforts, especially those relating to corporate publicity and promotion and development of technology sector business. Understand and strengthen market position and unique selling proposition(s) of Equals Three.
- Support and assist Group Director in guiding, mentoring, training, and inspiring junior members of the account team. Also assist in recruiting top-notch talent as vacancies arise.

#### Qualifications

- Four year undergraduate degree and significant experience in client relations.
- Must have minimum of 7 years of agency/client or other *directly* related experience.
- Research and public relations experience and demonstration of ability to apply integrated disciplines are critical.



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- Must be skilled in creating and managing budgets; strong supervisory skills and excellent oral and written skills are mandatory.
- Multicultural experience preferred
- Understanding of client branding and strategic initiatives and the ability to communicate them internally
- Must have leadership experience in order to produce consistently high quality work across disciplines to produce high client satisfaction
- Must have strong account planning and strategy experience
- Experience and ability managing complex campaigns
- Willingness to travel, foreign-language capabilities, especially Spanish, and examples of successful track record (campaign successes, awards, promotions) is a plus.

### **Other**

Equals Three offers a competitive compensation package based on experience. Benefits include medical, dental, eye care, 401(k), Flexible Spending Accounts (FSA's) for both Healthcare and Dependent Care, and a transit (eTrac) program.

### **How to Apply**

Interested candidates should send their resume to [hr@equals3.com](mailto:hr@equals3.com) no later than **January 05, 2010**.

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