



Skunkworks seeks to add an intermediate level, full-time account/creative project manager to our team.

We are looking for a person who thrives on working directly with clients and has one of the following work experience profiles:

- i. 3+ years previous account management experience in a marketing/advertising agency;
- ii. 3+ years marketing department experience within a law firm or other professional services environment; or
- iii. 2+ years experience working as a lawyer in Canada.

We're looking for someone with the self-assurance to be comfortable working directly with senior lawyers, firm administrators and other professionals in our clients' organizations, as well as being self-motivated and results-driven. A decent sense of humour and a notable lack of ego are both traits that will serve you well at Skunkworks HQ.

In order to thrive in this role you need to be equally comfortable buttoned down and delivering a social media presentation or WordPress training session to 10 lawyers in a boardroom as you are in shorts and flip-flops debating the merits of the latest Google algorithm update or Facebook company page redesign with our creative team on our rooftop patio. You'll also need to be able to know when, where and how broader trends in marketing and advertising can be successfully deployed in a professional services context.

CONTINUE READING »

We're hiring: ACCOUNT MANAGER

SKUNKWORKS

THE ROLE

- Build great relationships with our existing clients and help create new relationships with potential clients. You'll ensure clients are listened to, kept informed, and taken care of;
- Work as part of a project team to develop and implement campaigns and brands that are client-appropriate and effective;
- Build and maintain project schedules, ensuring deliverables are met, and ensuring the project is on budget;
- Work directly with the team executing on the client project to ensure project quality and to meet deadlines;
- Develop and maintain regular client reports on project status and deliver proactive recommendations to improve their marketing;
- Effectively use project management and account management tools like Basecamp, Google Docs, and Freshbooks.

MUST HAVES

- Excellent writing and presentation skills;
- Understanding of how agencies work;
- Solid project management skills and the ability to overcome obstacles and keep multi-person projects on track;
- Working knowledge of branding, website design and development, SEO and copywriting;
- Proficient use of social media, digital marketing platforms, websites, web tools and other office tools;

- Experience working with demanding, attention to detail driven clients;
- Demonstrated problem solving skills, ability to work independently and make decisions effectively;
- A positive attitude, enthusiasm, and integrity.

NICE TO HAVES

- Experience with WordPress and ability to make basic content edits;
- Some familiarity with InDesign, Hootsuite, Photoshop, etc.;
- Some experience with print projects (brochures, stationary) and the print production process.

ABOUT US

Skunkworks Creative Group is an experienced brand strategy and integrated marketing agency with an emphasis on digital marketing for professional services firms.

We help lawyers, accountants, veterinarians, engineers and other professionals build brands and deliver compelling marketing and communications to their clients and the broader market.

Our office is located in a historic brick and beam Gastown studio with in-house gym facilities and a rooftop patio overlooking Burrard inlet. We dress up when we need to and dress down when we don't.

GET IN TOUCH

If you think there's a fit, please send us an email with your cv/resume/portfolio/or link to your site at careers@skunkworks.ca. We'll follow up directly with those selected for an interview. Thanks and good luck!

