

February 25, 2021

Audiences don't want to be audiences anymore. The drive to create and contribute is transforming shared experience. The best brands become cultural movements.

## **Puncture is a culture-creating design studio.**

### **Overview**

As an Account Manager, your role is focused on the planning and scheduling of projects, tracking daily progress, ensuring all notes and revisions are recorded and distributed as well as interacting with and managing clients. You will communicate regularly with clients ensuring their goals are being met and are happy with Puncture's services. You are responsible for finding opportunities and relationships with new and existing clients.

Type of projects include branding and design (print and digital), video editing and production, and motion graphic design. You are self-motivated, shows initiative and exudes calm in stressful situations.

Reporting to the Account Director, you will ensure projects are delivered on time at the highest quality. You will raise timing and creative concerns to both the Account Director and Creative Director.

### **Responsibilities**

- Anticipating and responding to client needs and acting as the daily point of contact for the client
- Prepare and manage project budget
- Prepare and manage project timelines
- Prepare project briefs for designers
- Organize and prioritize project tasks
- Review and check (QA) all designed materials for specs, spelling, details, etc.
- Distribution of information internally for new projects as they come into the studio
- Ensure all tracking systems are kept updated daily with notes and critical information before departing for the day
- Communicate information quickly and succinctly to project leads
- Take detailed, comprehensive notes and maintain an accurate summary of client status

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- Help solve problems

### **Experience and Skills**

- 3 to 5 years experience
- Detail oriented and fast learner
- Ability to think problems through and develop solutions
- Basic understanding of common file formats and resolutions
- Excellent organizational skills and ability to follow processes
- Displays the highest levels of integrity and commitment
- Enjoys being challenged with a solid ability to deliver to expectations
- Ability to multitask and work in a deadline-driven environment
- Strong interpersonal and communication skills
- Knowledge of Adobe CC
- Excellent communication and presentation skills
- Excellent time management
- Dedicated, passionate and challenging

### **Three Guiding Principles of the Role**

- Be the most organized and prepared – never get caught flat footed
- Anticipate what is coming and act proactively – both internally and externally
- Make less work – take pressure off both the client and design team in whatever way you can

Interested candidates can apply at [contact@puncture.co](mailto:contact@puncture.co) their resume, cover letter, and a PDF or link to their portfolio. Please use the subject line "Application for Account Manager".