

## Account / Project Manager

### Tasks & responsibilities

- Act as the main point of contact and managing a portfolio of clients.
- Attend new business meetings frequently while maintaining the existing portfolio.
- Understanding client requirements and preparing quotes/proposals
- Client and project onboarding, scheduling and weekly status reporting
- Meeting KPI's of onboarding, retention, and satisfactory project management.
- Building and maintaining a positive relationship with clients.

### Qualifications & experience

- A tertiary qualification in marketing and/or at least 3 years experience in marketing.
- Experience in liaising with multiple clients, internal team, partners and suppliers.
- Experience in multi-tasking and managing various projects simultaneously.
- Well versed in account management.
- Experience in managing marketing, design and digital projects.

A high level of attention to detail, including requirements gathering, quotes, proposals and document control