

Webedia Movies Pro (WMP) provides integrated digital marketing and ticketing products and services to the global film industry. As part of our ongoing commitment to delivering a world class service to our clients, we seek an Account Manager (AM) with specialist knowledge of our core products; appreciation of the latest trends in digital/ecommerce; and a deep understanding of the specific challenges faced by the cinema industry.

Position is based in North Hollywood, CA.

About the Role

The full-time AM will focus on managing the day to day relationship between WMP and its clients with a view to delivering outstanding service and timely delivery of work to help achieve, long-term income for the company and enhanced results for its clients.

Reporting directly to your Account Director (AD), you will be responsible for understanding the range of WMP exhibitor products and processes while developing strong relationships with clients.

The AM will be required to work with multiple teams based in Glasgow, UK, and Ridgefield, Connecticut and Los Angeles. The role will require the use of various software for the management of client websites, internal tasks/projects and time recording. Furthermore, it will be necessary for the AM to be able to multi-task and manage multiple clients at once. At Webedia, we have two categories of clients, ambitious and long tail. The AM will focus more on the management of our SaaS products, thus building relationship with long tail clients. The AM will also be involved in the management of the more ambitious clients, which tend to take on more customised web solutions.

General Responsibilities

- Develop strong relationships with your clients; providing an excellent level of service at all times, while seeking new opportunities with existing clients
- Have responsibility for delivery of all aspects of client work covering retainers, contact reports, briefs, quotes, reporting and stats updates
- Be responsible for financial management across budgets, projections and invoicing
- Work closely with the wider WMP team, pulling in expertise and resource as required to meet the needs of your clients - across Design, Development, Project Management, Marketing & Business Development (in the UK, France and US)



- Insure the timely development and execution of plans, campaigns, and projects to assure earnings, growth, and profit goals are achieved.
- Keep abreast of industry best practice and up to date with key developments

Specific requirements:

- Minimum of 2-3 years' experience in digital account management role
- A thorough understanding of the full-service offering provided by a digital agency and the digital marketing channels
- Experience in delivery and management of client websites is essential; digital marketing experience would be an advantage
- Proven ability of managing multiple clients, in a fast-paced environment
- A track record in delivering results and exceeding client expectations
- Experience of Umbraco is preferred
- Ability to draw insights from Google Analytics and discuss with clients

About the Person

The applicant will be a highly motivated, entrepreneurial, problem-solver with excellent interpersonal skills.

In addition:

- Appreciation of wider trends in ecommerce and digital marketing that may apply to a client's situation
- Experience in preparing accurate reports using a number of industry reporting tools
- Strong oral, written and presentation skills
- Proven ability to work to deadlines and manage workloads effectively
- Willingness to travel (if required)
- A passion for all things digital and an aptitude for staying on top of industry trends

Salary

Please provide your salary expectation on application.

How to Apply

Send your current resume and a brief cover letter to hr@webedia.us