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# Example of Account Supervisor Job Description

Our innovative and growing company is looking to fill the role of account supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for account supervisor

* Represent client with vendors and at marketing events, and relay information back to agency team
* Supervise and coach account staff to ensure communications meet budget, and schedules for internal/client approvals, close dates with media, and/or drop/deploy dates
* Liaise with clients, primarily at the marketing communications manager level
* Understand the ongoing state of the clients business (sales, product, health, claims, compliance)
* Follow project management, quality control and creative approval processes, thereby ensuring programs are executed accurately and meet client objectives
* Prepare accurate contact reports, communicating in detail progress with clients work, and distribute promptly to client and agency personnel concerned
* Work with production groups to ensure maintenance of schedules and budgets in elements of communication programs
* Open jobs, PO’s and prepare estimates and provide trafficking instructions (broadcast, print, digital), manage invoicing and contribute to budget forecasting
* Strong understanding of the Digital project management discipline and provide ongoing communication between external and internal partners and clients
* Work with Account Director to create an environment where account staff and support groups working on their line of business feel challenged, valued, and are dealt with in a fair and consistent manner

## Qualifications for account supervisor

* 5+ years of Pharmaceutical Advertising Agency experience
* Works with the AD and Group AD on all strategy, planning, senior level relationships, proactive thinking and client growth
* Partners with Strategy group and senior account leaders to develop clear, concise creative
* Work closely with partners to plan, manage and execute all day-to-day web operations, SEO/SEM, marketing database, email, social and display advertising campaigns
* Liaison with analytics team all digital marketing campaigns, and assess against goals (ROI and KPIs)
* Help manage editorial content calendar for all digital channels to grow brand awareness, build user engagement and brand advocacy