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# Example of Agency Manager Job Description

Our company is growing rapidly and is hiring for an agency manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for agency manager

* Ensure the Business Continuity Plan is reviewed and tested periodically
* Support Intl projects
* Working across and consulting with Marketing and cross-functional teams to own and drive contract-drafting process in collaboration with Legal, Global Business Affairs, Supplier Sourcing, and Global Agency Relations
* Management and execution of a new Inbound services agreement with 60 major partners
* Management of broad agency and marketing communications and trainings related to contractual work and process improvements
* In partnership with Strategic Sourcing, and using comprehensive data, execution of new rate cards across 60 major partners in Europe
* Creation and administration of systematic processes and for exceptions to marketing contracting template
* Ensure seamless transaction processing
* Monitor workflow and resources to ensure that agreed service and quality levels are met including during times of spike in volumes
* Review and where necessary suggest changes to enhance the operational processes and increase efficiency of the processing units

## Qualifications for agency manager

* Ideally 10+ years' experience in Senior Sales roles and/or Team Leadership roles
* Hold a solid network within Media Agencies in Italy
* Accountability is a must
* Strong interpersonal skill, excellent ability for organizing self
* Strong decision making and customer focus
* Ability to work under pressure in a changing & growing multi-task environment