



Example of Account Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of account supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for account supervisor

- Shares responsibility for 100% client retention by working with the leadership team to maintaining client relationships, proactively identifying client risks or opportunities, and managing client teams to effectively respond to client needs
- Build strong rapport with new and existing clients
- Qualify leads and close new business
- Create, write, present agency POVs, and encourage clients to use agency POVs in developing ideas and advertising that best meets client objectives
- Participate in the presentation and sale of creative and media plans
- Evaluate the input and ideas of creative, media and strategic planning relative to strategy and client preferences
- Manage and account for all budgets on their business
- Anticipate problems and proactively demonstrate resourcefulness and solution-oriented approach
- Advocate their business internally and keep the complete agency team informed, focused, and enthused about their business
- Completes submissions

Qualifications for account supervisor

- Evaluates the input and ideas of Creative, Planning and Media relative to strategy and client preference

- Keeps agency team informed, focused and motivated about business
- Oversee and take accountability for large scale production projects (both broadcast and print) and retail digital campaigns
- Bachelor's degree in Communication, Advertising, or Marketing, plus two yrs of post-Bachelor's progressive exp in the position offered or as an Account Executive
- All req'd exp must have included coordinating & managing global, integrated advertising campaigns (offline & online) for a multinational consumer packaged goods account w/ annual billings of at least \$1 million, & facilitating adaptation of campaign assets to various regions across the world