

JR. ACCOUNT MANAGER

JOB DESCRIPTION

In this position, you will work with our Director of Account Services to perform a variety of client-specific tasks and serve as liaison between clients, and the studio to ensure timely and accurate production.

RESPONSIBILITIES

- Function as an internal liaison between clients, photography and post-production to translate job requirements and identify clients creative and budgetary needs.
- Support photo shoot teams and ensure smooth day-to-day photography operations.
- Oversee post-production timelines; communicate with customers and production advising them of order progress, scheduling concerns and requests for additional information or materials when required.
- Increase existing clients volume by providing excellent customer service and identifying areas of additional potential revenue.
- Responsible for accuracy and timelines of customer invoices.
- Perform related duties, special projects and/or other functions including assisting in other departments as required while meeting deadline requirements.

REQUIRES SKILLS

- Excellent communication skills.
- A positive and friendly attitude with the ability to direct a variety of personalities, sometimes under intense situations.
- Flexibility needed for overtime
- Strong commitment to ensuring quality and exceeding customer satisfaction expectations.
- Ability to work well to meet deadlines in fast paced environment.
- Highly organized and ability to adapt quickly to changing priorities.
- Experience with budgeting and vendor relationships a plus.

If you are interested in applying for this position, please send your resume and contact information to our HR department at the following address: Careers@ksckreate.com