



Job Title	Direct Marketing Account Manager
Reports to	Direct Marketing Operations Manager

Job purpose

To manage marketing account operations for our clients, while ensuring partner and customer satisfaction.

Duties and responsibilities

- Construct and maintain marketing targets.
- Execute email marketing campaigns.
- Track analytics and campaign results.
- Communicate regularly with clients to discuss current marketing efforts and strategy.
- Build and maintain strong customer relationships.

Qualifications

The best candidates for this position will possess the following:

- Excellent verbal and written communication skills.
- Strong organizational skills and the ability to multi-task.
- Experience providing superior customer service.
- Ability to think and work independently and as part of a team.
- Experience working with Microsoft office suite including Excel.
- Experience working with database or CRM software.
- Ability to identify process inefficiencies and recommend improvements.

Requirements for this position are the following:

- 4-year degree in marketing, business, communication, public relations, advertising, or a related field.
- Strong verbal and written communication skills.
- Willingness to work in a team-based atmosphere and take direction from leadership.
- Previous work experience that demonstrates interaction and service.

AltaVista Strategic Partners is an equal opportunity employer and will consider all applications equally and without regard to race, sex, creed, religion, color, national origin, age, family history, or sexual orientation.