



**Job Title:** Account Manager at Maverick Content Studio

**Overview:**

We're building an epic content and social media agency and need a top-tier Account Manager. The primary purpose of this role is to deliver world-class client service, ensuring satisfaction, alignment, and momentum through every step of the relationship.

This is a role for a sharp operator, someone who thrives on structure, keeps projects and people moving, and builds strong client relationships. You're equal parts project manager, communicator, and creative problem solver.

To be clear, this is **not** a social media strategist or creator. We have them. We love them. But this is a different, equally critical function.

**THE WORK:**

- Foster a deep understanding of the client's business and their day-to-day operations.
- Create detailed project plans, including timelines, deliverables, and resources required.
- Track project progress against the timeline, ensuring deadlines are met.
- Ensure all deliverables meet the agency's quality standards and client expectations.
- Regularly seeks out ways to add value to the client/agency relationship
- Own the client relationship, operating as the lead point of contact for any communications with clients, including emails, phone calls, decks and deliverables.
- Lead regular status meetings with key client stakeholders
- Task management and prioritization of client requests to ensure projects are delivered on time
- Collaborate with the internal content team to support ideation and creative concepts
- Continuously assess and improve project management processes and workflows.

**THE PERSON**

- Must have 3-5+ years of experience in client services at a brand or creative agency
- Proven track record of successfully managing and growing client accounts
- Adept in communication and interpersonal skills, able to effectively collaborate
- Skilled in the creative process and able to provide creative direction and feedback
- Ability to handle multiple projects and deadlines simultaneously
- Immaculate attention to detail and eagerness to offer best-in-class service
- No ego - all fun! We are building a different kind of superteam

- Be a fun and positive team player
- Ambitious - Doesn't need to have their hand held, self-starter
- Passion and interest in social media, content creation, YouTube, podcasts and more

## **WHY MAVERICK**

- Comp: \$55-65k+ annually
- Flexible hours with an emphasis on a results-driven culture
- 4 weeks paid vacation + 6 paid Holidays + off Christmas week :)
- Maverick HQ is in Winter Park, FL, we are in the office on Tues and Thurs
- Annual professional development reimbursement (courses, conferences, and more, \$500)
- Annual fitness and wellness reimbursement (equipment, shoes, membership, etc., \$500)
- Strong purpose-filled culture with regular team events and activities

**TO APPLY:** Head over to <https://tinyurl.com/Maverickcareers> and click some buttons!