

Catalyst Marketing Agency ***Account Supervisor***

The Catalyst Account Supervisor is a client-facing role working alongside senior team members to develop strategic recommendations as well as plan and execute client deliverables.

Responsibilities:

- Manage client communications and disseminate information to internal teams
- Coordinate the planning and execution of marketing activity
- Assist in developing multi-channel marketing and communication plans
- Conduct discovery and research activities to form comprehensive strategies, including writing comprehensive outlines for lead generation assets
- Manage multiple vendors and resources to meet client demands
- Work with the creative resources to develop original creative work
- Perform “look-back” analysis on campaigns and programs - monthly, yearly, and on an ad-hoc basis

Ideal Traits Include:

- Experience working with B2B clients
- Strategic, resourceful and solutions-oriented — has the attitude, “I will find a way!” when confronted with an obstacle
- Well-rounded experience in marketing and can wear many hats
- Master relationship builder
- A high level of flexibility, resilience, and adaptability
- Extremely detail-oriented
- Strong analytical skills, including the ability to understand and analyze performance metrics
- Demonstrated skills in multitasking, time management, organization, and prioritization
- Previous experience in content marketing

Medical, vision, and dental benefits are offered, plus a monthly allowance for health and wellness activities provided. Performance-based bonuses are available.

Salary range: \$70,000-85,000

Please send a cover letter and resume to julie@catalystmarketing.io.