

Manager - Special Accounts

EYP requires Manager – Special Accounts to proactively retain and develop the client relationship and income to EYP. Will be responsible for a wide portfolio of blue-chip clients and manage portfolio.

Responsibilities:

- Establish and maintain strong client relationships through regular close contact account management which will include regular face to face meetings, telephone and email communication
- Effectively interact with other teams including the sales team when handling campaign start ups
- Closely interact with teams, to gather, monitor and analyze performance data and ongoing strategy on a monthly basis throughout the length of the campaign
- Manage expectations of all stakeholders by communicating through meetings, verbal, written and email Forms
- Project managing campaigns; developing timetables and setting deadlines for clients and the EYP Team
- Produce weekly, monthly and quarterly status reports to each client
- Handle new campaign start-ups, upgrades and renewals
- Ensure account plans for each client are updated ongoing with all current and relevant information concerning the client and the campaign
- Actively seeking to increase the services offered to portfolio