

Account Manager

Location: Houston, TX; Hybrid (Remote & In-Person)

Hours: Full-time (50-60 hrs/week)

Experience: Bachelor's degree with some experience in an agency setting

The Brief

Satori is searching the stratosphere for a people-pleasing, kick ass **Account Manager** to join our team of anti-agency-agency renegades. You're the right person for the job if you're detail-oriented and have a reputation for juggling multiple projects without ever dropping a ball and never letting anything fall through the cracks. You should know how the creative side of agency life works as well how the account side works. If you're not a meeting person, you're not our person. We need someone who can schedule meetings, attend meetings, run meetings and still get all the account service stuff done in between meetings. You'll also need to be the perfect match to our Account Director because you'll be their right-hand man...or woman...or unicorn.

Meet Satori

To most, Satori means sudden enlightenment (like, "Whoa...I just found my perfect job opportunity!") But to us, it's so much more. Satori is a noun. It's an adjective. Sometimes, it's even a verb ("Wow, we need to Satori the sh*t out of this"). The Satori team moves as one unit – Account Service, Creative, Media, Public Relations, Strategy and Social Media – and we move swiftly. We're driven by culture, of the team and of the moment. We work hard and play hard. We walk, talk and think like humans, not like marketing robots or bigwig wannabes. We're real and authentic — sometimes to a fault (we might cuss a little, too). And we support our clients and each other like family. When it comes to people to join our team, we look for those who do the same.

Position Responsibilities

- Face-to-face client interaction and LOVE it
- Regular researching and reporting of analytics
- Working with teams to develop materials, coordinate projects and provide support and direction
- Being a master problem solver who's able to deal with and prioritize a crazy number of balls in the air at one time

- Performing routine competitive analysis (that is, keeping tabs on the competition and always staying one step ahead)
- Memorizing and understanding the Satori Core Values as a way of life
- Acting as a stellar liaison between clients and internal departments/freelancers to seek approval on copy, artwork, etc.
- Ensuring consistency across multiple networks
- Creating a marketing calendar with client and Satori online activities
- Preparing reports to update internal staff and clients on metrics to ensure proper online messaging and relevancy
- Throwing out insanely fresh ideas as to how Satori Marketing can dive deeper into the marketing and communications world
- Handling weekly internal meetings and software/documents to support those meetings
- Completing special one-off projects when necessary
- Traveling to meetings, conferences and training, as needed
- Performing other assorted duties, as assigned

Please Note: This position requires around-the-clock flexibility. Sometimes, you'll be working (or need to be available) before or after hours, on weekends, holidays, etc. – and often on short notice. This includes responding to emails, texts and/or phone calls. That's agency life, baby!

Position MUST-HAVES

- 3+ years professional experience in a marketing or advertising agency
- A juggler's ability to maintain not only balls in the air, but also spinning plates of fire
- Qualities of an epic self-starter who wants to work in a dynamic and fulfilling environment
- A creative mindset and ability to think outside of the box (or throw the box out altogether)
- Excellent written and verbal communication skills, coupled with the ability to quickly respond to questions and critiques from clients, coworkers and management
- Passion about your work but understand when to defend it and when to learn from it — no egos allowed!
- A desire to learn and participate in the growth of a rapidly expanding marketing company within an equally rapidly expanding industry

- Almost Grammy worthy presentation skills
- The fire to create new marketing ideas and campaigns
- The ability to think creatively and act on those creative inclinations
- The ability to manage stressful situations (hot, boiling and scorching deadlines), keep your cool and put in extra hours when needed
- Mad skills in ALL things digital and social media
- Fluency in Microsoft Office and a good understanding of (or an incredible will to learn) Adobe Creative Suite

If you haven't guessed it from what you've read so far, you're gonna need a pretty good sense of humor to deal with us (and please-oh-pretty-please, don't be offended by swearing and blunt honesty)

Physical Requirements

- Work is performed in an office/home hybrid setting, but travel is a possibility
- May be subject to sitting, standing, or walking for extended periods of time (especially if this helps the creative juices flow)
- Must be able to lift up to 50 lbs (or be able to convince someone to do it for you)

If this sounds like your kind of gig, email HireMe@satori.agency with your resumé, portfolio and answers to these:

- In one sentence, describe how you work best.
- One of our core values is "F*ck your ego." Tell us in 2-3 sentences what that means to you.
- One of our core values is "Act like you own the joint." Tell us in 2-3 sentences what that means to you.
- Tell us 3 things you're doing right now to work on yourself.