



Account Manager

Location: Houston, TX

Hours: Full-time (45-55 hrs/week)

Experience: Bachelor's degree (experience in an agency setting is a plus)

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 promptly responding to emails, texts, messages, and phone calls as needed.

That's agency life, baby!

The Brief

Satori is looking for a detail-oriented, smart-as-a-whip **Account Coordinator** who understands that being a pivotal part of account service means juggling multiple projects – and knowing our clients can't afford dropped balls. You're the right person for the job if you have a knack for managing the nitty-gritty details of a project but can also take a step back to see how each part fits within the grand scheme of a campaign. You should also excel at (read: be obsessively meticulous about) taking notes, asking questions, creating lists, organizing projects, anticipating client needs, and, well, coordinating accounts. And you should live and breathe account service, both on and off the clock. We're not saying it should be your life, but you should have a passion for growing in your knowledge of your field, Satori, and our clients. In short (too late), you'll be the perfect match to our Account Director because you'll be their right-hand person...or, let's be honest, their right-hand 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 ("We need to Satori the _ 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 joining our team, we look for those who do the same.

Position Responsibilities:

- Assisting the Account Director in leading projects from concept to final execution, including timelines, milestones, deadlines, budgets and more
- Acting as a liaison between clients and internal departments
- Providing support and direction to internal teams, helping set up team members for success
- Taking the initiative to own each and every part of projects and tasks assigned to you
- Participating in client meetings and calls, then summarizing results and next steps
- Participating and running internal meetings
- Being a master problem solver capable of dealing with and managing a crazy number of moving pieces
- Establishing goals and objectives for internal teams to follow
- Meeting deadlines and ensuring projects stay within budget
- Performing routine competitive analysis (that is, keeping tabs on the competition and always staying one step ahead)
- Throwing out insanely fresh ideas during team brainstorming
- Completing special one-off projects when necessary
- Traveling to meetings, conferences and training as needed
- Memorizing and understanding the Satori Core Values as a way of life
- Performing other assorted duties as assigned

Requirements

- Bachelor's Degree in related field OR equivalent work experience
- Excellent written and verbal communication skills, including the ability to lead participate in presentations
- The ability to quickly respond to questions and critiques from clients, coworkers and management

- Excellent proficiency in Microsoft Office and other applicable platforms
- Project management experience with an expert juggler's ability to maintain not only balls in the air but also spinning plates of fire
- A creative mindset and ability to think outside of the box (or throw the box out altogether)
- Time management, organizational, and leadership skills
- A willingness to collaborate with those around you
- Able to manage stressful situations (hot, boiling and scorching deadlines), keep your cool, and put in extra hours when needed
- The fire to throw caution to the wind and throw out ideas for concepts, campaigns, headlines, taglines and punchlines (don't be shy – even not-so-great ideas can spark brilliance!)
- A desire to learn and participate in the growth of a rapidly expanding agency within an equally rapidly expanding industry
- A self-starter mentality, with a desire to work in a dynamic and fulfilling environment and ability to work autonomously
- A good (borderline great) sense of humor and willingness to let loose and have fun, even in the midst of killer, make-your-head-spin deadlines

Physical Requirements

Work is performed in an office setting, but travel is a possibility. You may be subject to sitting, standing or walking for extended periods of time (especially if this helps the creative juices flow). You 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**
- **Answers to the following questions:**
 - In one sentence, describe how you **work best**.
 - One of Satori's core values is "**F*ck your ego.**" Tell us in 2-3 sentences what that means to you.
 - What are two things you do on the regular to be a **good human**?
 - What's your **creative superpower** and how will you use it to impact the work you do for our clients?