



ACCOUNT SUPERVISOR

COMPANY:

MarkeTeam, LLC. (<http://www.mkteam.com/>)

A Direct Response Advertising Agency Specializing in Fundraising for Nonprofit Organizations

LOCATION:

Atlanta, GA (Near Perimeter Mall, next to Sandy Springs MARTA station)

WORK EXPERIENCE:

Minimum of 3 years of relevant work experience is required.

EDUCATION LEVEL:

A Bachelor's degree in Advertising, Marketing, Business or other related major is required. MBA or other Masters work preferred.

ABOUT MARKETTEAM:

At MarkeTeam, we believe in doing good work and work that does good. MarkeTeam is a full-service direct marketing agency specializing in providing services to many of the leading nonprofit charities in the United States, including the U.S. Fund for UNICEF, Paralyzed Veterans of America, Smile Train, Memorial Sloan Kettering Cancer Center, Sierra Club, The Humane Society of the United States, and Mayo Clinic.

Along with the opportunity for personal and professional growth, MarkeTeam offers a comprehensive benefits package including fully-paid medical and dental coverage, flexible spending accounts, life insurance, a matching Simple IRA retirement plan, minimum of three weeks of vacation/paid time off, 10-15 paid holidays, an innovative and diverse work environment, as well as other amenities.

This is an excellent opportunity to work in a profitable, high-growth advertising/marketing agency that allows you to advance your career, earn a very competitive salary with generous benefits, while also making a positive impact on the lives of children and adults in the United States and around the world!

JOB DESCRIPTION:

A MarkeTeam Account Supervisor will oversee projects between client services, production, creative services, analytical services, and the accounting departments. Supervisors manage all aspects of direct marketing schedules, create and manage multi-million dollar budgets, analyze campaign results and make strategic recommendations, and act as the primary client contact, facilitating communications between the client and internal departments.

Other supervisory tasks include reviewing artwork from the internal creative department and vendors, leading weekly status meetings and monthly strategy meetings with the client, training and managing the work load of Account Executives, as well as creating and attending new business presentations.

Applicants should have a thorough understanding of MS Excel and MS Word. Strong writing and communication skills are required, and applicants must be very detail oriented with an ability to oversee direct marketing programs, manage multiple day-to-day tasks and meet critical deadlines.

Please submit resumes to HRDept@mkteam.com