



NOW HIRING SENIOR ACCOUNT MANAGER

Location: On-site at our Jackson, Mississippi, headquarters

Company: The Cirlot Agency

To Apply, Email Resume to: tcainfo@cirlot.com

WHO WE ARE:

The Cirlot Agency is a leading global brand strategy, integrated communications and business development firm specializing in media strategy, public relations and creative development. The Cirlot Agency represents clients on a national and international basis, ranging from Fortune 100 companies to some of the world's largest privately held corporations. The Cirlot Agency is headquartered in Jackson, Mississippi, with offices in Washington, DC.

WHO YOU ARE:

Experience and Expertise

You have a minimum of 5 years' corporate or agency experience and are ...

- A natural leader and team player.
- A creative strategist who proactively manages projects and long-term plans.
- Skilled in writing/editing, client presentations, organizational management, program execution and budget management.
- Willing to take on a new challenge when opportunities arise.

WHAT YOU DO:

Job Requirements

- Serve as the main point of contact for assigned clients, building strong relationships and understanding their business goals.
- Act as a strategic advisor, proactively identifying opportunities to enhance client campaigns and drive results.
- Lead client meetings, presentations, and status updates to ensure clear communication of campaign progress.
- Provide business development support through organic client growth and new client engagement.
- Collaborate with internal teams (creative, marketing, etc.) to ensure client expectations are met and exceeded.
- Monitor client satisfaction and address any concerns promptly to maintain long-term partnerships.
- Develop and manage client budgets, ensuring campaigns are executed within financial parameters while maximizing ROI.

- Work closely with internal teams to plan and deliver high-quality client work.
- Oversee project timelines and deliverables, ensuring campaigns are executed on schedule and within scope.

The Senior Account Manager will be given the opportunity to manage multiple accounts and contribute to departmental strategy concerning account management best practices for business development, client retention and growth. We are looking to fill this full-time position immediately.

LOCATION:

This is a **full-time, on-site** role based at our headquarters in Jackson, Mississippi. **Remote work or freelance opportunities are not available for this position.**

HOW TO APPLY:

Interested candidates should send a current resumé via email to: tcainfo@cirLOT.com. No phone calls, please.



Creative Vision: The Ability To See What Is, And What Can Be™