

### **Account Supervisor**

- Work in coordination with VP, Accounts to ensure all campaigns meet deliverables and goals
- Assume lead account management duties on individual accounts
- Ensure that Account Managers service accounts and perform specific tasks in a timely and organized fashion
- Work in conjunction with Sales Account Executives to ensure deliverables on current accounts and to also maximize revenue growth opportunities on those same accounts
- Coordinate with VP, Accounts to ensure that proposals get completed in a timely and correct fashion
- Help to prioritize proposals and account maintenance decisions
- Become familiar with and active in all facets of Home Team Marketing

### **Required Knowledge, Skills, and Abilities**

- Excellent interpersonal skills; ability to meet and deal effectively with clients and prospects
- Computer literacy with proficiency in Microsoft Word, Excel, & Powerpoint
- Excellent time-management, organizational, and self motivational skills
- Excellent composition skills; oral and written
- Experience with public presentations/face to face meetings
- Ability to service multiple clients and various assignments
- Ability to work well with a team and independently