



ACCOUNT SERVICE – TIC TOC PREMIUMS TEAM

POSITION SUMMARY

The primary accountabilities of this hybrid Account Manager/Account Executive role include supporting the Tic Toc Premiums Team on day-to-day project management and execution, management of individual client accounts and working with the team to meet new business development objectives. Candidate should be a detail-oriented, self-starter, multi-tasking personality with exceptional verbal and written communication skills.

Job experience: 2-4 years' work experience, promotional products industry experience a plus.

PROJECT MANAGEMENT

- Work directly with client contacts to determine project needs and strategies for branded promotional products, custom-manufactured products and logoed apparel.
- Research and source products, order samples, contact vendors for quotes, negotiate best price and production schedule, prepare client estimates and product presentations.
- Enter orders and monitor production of open orders; manage proof approvals, shipping timelines, order shipment tracking. Fulfillment of in-house order shipping as needed.
- Work with Team Director to develop new business with current and new clients to meet new business development objectives.
- Master the order entry and order production processes. Requires learning order entry software program.
- Ensure that deadlines, timetables and approval procedures are followed for projects and that all required materials are appropriately routed.
- Maintain all details and project files for current orders in process; all vendor bids, client estimates, correspondence and approvals.
- Working knowledge of Microsoft computer programs (Word, Excel, PowerPoint) and Outlook

CLIENT PARTNERSHIP

- Learn the client's business and understand the rationale behind each project.
- Work with current clients to build new business, request new contact leads, etc.
- Assist with preparation of client presentations; gather pricing information, analysis information, graphics, product ideas, etc.
- Assist in securing necessary client approvals for plans, budgets, timetables, copy, layouts, production proofs and other production elements.

CREATIVE CONTRIBUTION

- Manage all Creative services to ensure that deadlines and budgets are met.
- Proofread copy, layouts, mechanicals and product samples; attend press/production checks.
- Attend brainstorming sessions, vendor presentations and tradeshow.
- Watch for and keep up with new industry trends, new product ideas, new concepts.

TEAM/PERSONAL DEVELOPMENT

- Develop and expand working knowledge of client's business, industry and marketing needs.
- Expand personal knowledge of team and agency business (incentives, promotional products, creative production, management techniques, etc.)

ACCOUNTING

- Assist with managing billing process; vendor bids/costs, client estimates/approvals, client POs, billing approvals, invoices to clients.

Please email resumes jobs@tictoc.com.