



Assistant Account Manager

Entry- to Junior-Level Position

Our junior-level AAM will be an active, fundamental part of our growing team and must have excellent writing, organizational and communications skills. This position plays an important role within the account management team by planning and executing mar/comms and social media campaigns and managing client needs.

Full Tilt is an award-winning marketing communications agency specializing in elevating brand voices for both internal and external stakeholders. We work with an eclectic mix of clients from many industries, of all sizes, and across the globe. At Full Tilt, we are dedicated to workplace practices that support both work and personal needs and the alignment between the two. We are based in Historic Roswell and offer a hybrid work model, competitive salaries and benefits, professional development budget, opportunities for advancement, a smart and caring team of peers and mentors, and so much more.

Job Description

This position is client facing and responsible for providing entry-level support for multiple accounts. This includes maintaining a high level of awareness with client activities, detail-oriented program and project management, and professional communication with key client contacts as needed. Position details:

- Develop and maintain a working-level understanding of assigned Full Tilt client's industries, company culture, products/services and strategic communication plan.
- Participate in the development of program plans for clients, including researching current trends in client industries to keep ideas and content fresh and relevant.
- Create first drafts of writing for program tactics including byline articles, blog posts, social media content, and other appropriate communication.
- Proactively stay informed of day-to-day account logistics and participate in and document discussions during client meetings and conference calls. Prepare account service-related documents such as meeting agendas, meeting reports, proposals and other client communications and correspondence.
- Strategize on media stories that meet different editorial interests and align with client goals; work with Full Tilt's director of media relations on pitching media and interview logistics.
- Have ownership of client media coverage reports, developing media lists, monitoring trends, reviewing publications, and some media relations support. Work with our interns to teach these processes and then manage their output related to these functions.
- Continually learn different aspects of marketing and communications disciplines. Work with your supervisor and the firm's president to regularly identify your professional development goals and outcomes.
- Become proficient on Sprout Social and use data analytics to measure campaign and client successes. Help the team make decisions about future client programs based on that data.
- Work with others at the firm to market the expertise and services of Full Tilt; participation in this will be further defined.

Requirements:

- Qualified candidates have 1-3 years of work experience in marketing, public relations, journalism, communications, or related fields.
- Critical thinker with problem-solving skills
- Capable of working well as part of a team as well as independently while managing multiple projects in a fast-paced environment
- Excellent written and verbal communication skills, organizational skills and attention to detail

Full Tilt continues to monitor the on-going spread of COVID-19 with the health and safety of our team, clients and business partners as a number one priority. We have implemented a policy that requires all employees to be fully vaccinated against COVID-19 and provide proof of that vaccination prior to employment.

To apply, visit <https://fulltiltconsulting.com/about/join-our-team/> and follow the “Apply for Current Openings” prompt.