



January 11, 2024

Beam & Hinge is looking for our next superb account manager. If your ideal workday includes helping people, managing projects, and checking off every item on your to-do list, then we should talk.

Account managers work with clients from diverse fields and industries, so clear and confident communication is a top priority. Your day may include strategizing with an advocacy organization, managing a new website build for a law firm, and teaching a hydroponic farmer how to optimize their website. The pace is fast and fun, and you'll work alongside a team of dedicated professionals who are helpful and humble.

A detailed job description may be found below.

Those interested in the position should send a resume and cover letter to Katie Fox, Director of Accounts and Content, at Leverage@BeamandHinge.com. The position will remain open until filled.

Job Title:	Account Manager	Supervisory: No
Incumbent:		FLSA: Exempt
Reports To:	Director of Accounts and Content	Status: Full Time, Salaried
General Description: The Account Manager oversees the management of a diverse portfolio of clients, through working alongside a team of dedicated professions to effectively plan project work and advocate for client needs. This fast-paced position may involve strategizing with an organization, overseeing a new website build for a firm, and teaching a client how to optimize their site.		
Core Duties/Responsibilities: <ul style="list-style-type: none"><input type="checkbox"/> Develop clear understanding of each client's brand, goals, customers, and competitive environment.<input type="checkbox"/> Serve as the client's primary point of contact.<input type="checkbox"/> Build client relationships by engaging in thoughtful discussions, providing ongoing strategy, and completing tasks / managing issues in a timeline manner.<input type="checkbox"/> Manage each client's quarterly service hours to maximize client satisfaction.<input type="checkbox"/> Write and develop proposals and estimates.<input type="checkbox"/> Respond to client needs with digital product strategy that is effective for the client and profitable for Beam & Hinge.<input type="checkbox"/> Actively pursue business opportunities from new and established clients.<input type="checkbox"/> Establish and manage project timelines.<input type="checkbox"/> Communicate to each client the strategy behind wireframes, designs, and digital solutions.<input type="checkbox"/> Teach clients how to use Beam & Hinge developed websites and services.<input type="checkbox"/> Provide and accept input from team members, supervisors, and clients.		
Required Skills/Knowledge/Experience: <ul style="list-style-type: none"><input type="checkbox"/> Proven competency in managing multiple projects and client relations.<input type="checkbox"/> Excellent written, verbal communication, and presentation skills.<input type="checkbox"/> Excellent interpersonal skills and experience working cross-functionally and collaboratively.<input type="checkbox"/> Strong problem solving, time-management, and organizational skills.<input type="checkbox"/> Broad understanding of the technologies and trends that are shaping great organizations.		
Preferred Skills/Knowledge/Experience: <ul style="list-style-type: none"><input type="checkbox"/> Experience working in WordPress.<input type="checkbox"/> Understanding of web standards and data structure fundamentals, including core HTML and CSS.		