



Account Manager Professional

BCG Connect, a privately held and growing company, is currently seeking an Account Manager to join our Direct Marketing team. The Account Manager is responsible for coordinating, tracking and implementing annual direct mail, email and integrated campaigns while also providing direct support to the client. This position includes working cross-functionally with our account executives, creative and production teams

Responsibilities:

- Build and maintain strong relationships within assigned accounts.
- Collaborate with Account Executives on client strategy and new opportunities for growth.
- Coordinate, schedule and track projects for clients to ensure milestone dates are met.
- Serve as a client advocate while managing internal project communication and details with creative and productions teams.
- Manage project data aligning with project strategy and goals.

Skills and Experience:

- Education: degree in business, marketing or communications preferred
- 2+ years project management experience in the direct marketing or similar field
- Experience working with direct mail campaigns.
- Able to work effectively in a team
- Organized and self-motivated; able to work under own initiative
- Excellent project management and time management skills

We are proud to offer a good work environment with competitive pay and benefits package including: Medical, Dental, 401(k), Profit sharing.

If you are ready to be part of a winning team working with dynamic people and a team-oriented environment, please send your **resume/work history and salary requirements** to: **ecampbell@bcgconnect.com**.

Qualified Applicants Please Send Resume to Erin Campbell: ecampbell@bcgconnect.com