

Account Supervisor

The Account Service Department at Enilon owns the client relationships and ensures consistent quality service and product delivery. Enilon is seeking an Account Supervisor who will serve as a key, day-to-day partner for Enilon's clients. The Account Supervisor is the central point of knowledge for all activity related to an account and is responsible for the account growth, profitability and satisfaction.



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About Enilon

Enilon is a small digital agency located in Fort Worth, TX and founded in 2005, which provides digital marketing, strategy, design & development to a wide variety of clients. We take our work seriously and build really cool digital experiences that perform at the highest levels for our clients. But we also have a lot of fun and care about your life outside of the office. We're currently experiencing exciting growth and are looking to expand our team. If you want to work with a small growing team, of intelligent people, that care about the work we're doing and each other. Here we are.

Account Supervisor primary responsibilities:

- Effectively manage client relationships and provide key strategic guidance - which strengthens relationships and ensures impactful work.
- Must demonstrate the ability to strategically and organically grow accounts based on the client's knowledge of the agency's capabilities and the client's business.
- Develop full knowledge of all factors (internal and external/market) affecting the Client's marketing & business goals and plans, as well as full knowledge of the client's current marketing/business situation.
- Has the ability to manage 6-figure marketing budgets and develops accountable holistic digital programs to deliver business results in collaboration with the team and discipline leads.
- Lead the internal teams on account projects, serving as the client representative to ensure all work is done on strategy and meets client's requirements and expectations.
- Manage the client throughout the life of projects. Always setting very clear expectations, always being deeply knowledgeable of the schedule and expected deliverables to ensure the provided deliverables meet the internal team's needs and aids in project efficiency and success.
- Manage the account budgets and forecasting and work with finance to approve all invoicing.
- Provide support to Business Development as needed.

Account Supervisor Requirements

- Bachelor's degree with coursework in related area (marketing, communications, advertising)
- 3-5 years Marketing or Account Management experience – agency preferred; emphasis on digital
- Strong interpersonal, written, verbal communication skills
- Ability to prepare client decks (often ppt) and confidently present information

- Strong familiarity with Google Analytics – bonus points for certification
- Ability to work effectively and motivate a cross functional dynamic team environment
- Ability to maintain positive, professional demeanor at all times
- Attention to detail, ability to proofread
- You must be able to work at our agency office in Fort Worth, TX

Skills For Success as an Enilon Account Supervisor

- Strategic
- Positive, upbeat attitude
- Effective communicator
- Efficient
- Deadline-driven
- Pro-active
- Problem Solver
- Diplomatic and empathetic
- Goal-oriented
- Detail-oriented
- Analytical
- Team player
- Multitasker

How to Apply

To apply for Account Supervisor position, please go the link provided below. You will be required to answer few questions and upload your resume and cover letter.

To apply, go to: <https://ciims.cindexinc.com/filter/?apply=AA6F27>

Under position, select Account Supervisor