



adm (Group) Limited delivers Sustainable Brand Execution to some of the world's largest brands. We work with clients at an enterprise level, supporting global strategies while enabling activation at a local level. Our offering provides a turnkey solution for brands, from strategic insight through to instore / on-premise activation all underpinned by technology and the most sustainable route to market. As we continue to evolve our strategy to build deeper and more strategic relationships with our clients, we have identified the need to further enhance our technology, digital, and data capabilities.

We focus on fostering an enhanced employee experience and offer an engaged and inclusive culture. We challenge and drive high performance and talent development while making work fun. Working on a global basis, with some 46 offices in 33 countries we have a strong mix of local and regional clients, with most of our business coming from international enterprises and major global brands. The business is experiencing accelerated growth with projected 2022 revenues in excess of €450m and with the company employing close to 800 employees. Further information can be found on our website, www.admgroup.com

About the Role:

The Account Manager supports the Senior Account Manager to drive successful project delivery of promotional premiums merchandise, apparel, and display enhancers for key clients. The ideal candidate is extremely organized and works well multitasking and managing multiple priorities simultaneously. This individual has an eye for trends, the ability to pay close attention to detail, and thrives in a fast-paced environment.

Responsibilities:

- Communicate daily with internal teams and external clients as well as suppliers, prioritizing client service.
- Support the development of product and creative proposals as well as briefs and quotations, including:
 - o Lead the briefing and product sourcing process to drive the desired output for creative and merchandise, leveraging the SPARK platform to obtain accurate pricing from suppliers that meet client expectations and contractual obligations.
 - o Create and present, virtually and in-person, merchandise proposal PowerPoint decks for clients, leveraging SPARK platform for templated PowerPoint generation.
 - o Monitor proofing, sampling, pre-production, approval and sign off timing – proactively anticipating upcoming milestones.
 - o Document and communicate delivery timing and order management data with Shared Services team.
- Learn, understand, and become an expert on the client's brands, business models, objectives, and competitive landscape.
- Provide strategic recommendations and creative ideas to the client on an ongoing basis; proactively identify and address clients' needs



- Lead day-to-day project tracking by keeping project and product statuses updated within SPARK and provide status reports for each project. Review weekly with the internal account management team.
- Collaborate with account team members and other internal groups including the Creative, Operations, Project Management and Digital teams to direct workflows and projects.
- Work independently to address issues as they arise and escalate to internal account leadership as needed.
- Represent the company and account management team at regular customer meetings and industry exhibitions.

Client Highlights:

- Exciting opportunity to work with enterprise client on the Spark platform
- Tremendous opportunity, established account with much room for growth
- Work with one of the largest beverage and food companies in North America
- Support merchandise needs at all levels, including brand, field sales and marketing teams' consumer campaign activations
- Significant focus on innovative, highly customizable, premium assortments

Qualifications & Experience:

- 5+ years of work experience in Account Management, Marketing or Buying; BA/BS preferred.
- Experience within the promotional premiums industry required
- Procurement outsourcing/brand/promotions experience.
- Ability to manage multiple projects and follow through.
- Self-starter with a flexible, can-do attitude and an appetite to learn.
- Organized, with the ability to exercise independent judgement, problem solve and prioritize under pressure to achieve high standards of delivery.
- Proven success building effective relationships to earn respect of peers, staff, customers, suppliers, and senior management.

Skill & Knowledge Requirements:

- Excellent verbal and written communication skills.
- Strong project management skills.
- Problem-solver with the ability to identify and clearly present solutions.
- Team player that leads by example.
- Proven history of growing and maintaining business.
- Extreme attention to detail and ability to work under pressure.
- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint.