

ACCOUNT SUPERVISOR

OVERVIEW

Meraki Communications Group, LLC (Meraki) is a full-service marketing and strategic communications agency with a passion for telling stories—whether that’s through brand development, marketing and advertising, or stakeholder engagement to meet the unique needs of government agencies, non-profits, and private-sector companies. Guided by the principles of inclusion, empowerment, and change, our team brings decades of combined experience to our clients’ priorities, connecting the dots and pairing strategic communications and marketing solutions with meaningful impact, reach, and engagement to meet client needs.

We are seeking a self-driven Account Supervisor who is passionate about using artful communications to affect lasting change for our clients. The ideal candidate will demonstrate excellent verbal and written communication skills, strong attention to detail, mastery in client and project management, initiative as a self-starter able to structure their own work as well as the work of others on their team, and prowess in project execution, while also having an eye toward strategic thinking.

All Meraki employees are currently working remotely during the COVID-19 pandemic and new employees would work remotely until conditions are determined safe for reopening. At that time, this position would require on-site work at the client’s headquarters.

KEY RESPONSIBILITIES

- Manage all day-to-day client activities, projects, and teams in an effort to build a trusted rapport and partnership with clients
- Craft and provide strategic communications and messaging guidance
- Support and facilitate client meetings and presentations
- Provide strategic counsel to clients and key external stakeholders
- Offer strategic thinking and collaboration in team settings to respond to client challenges
- Manage project strategy, execution, financials, and client budgets

MINIMUM QUALIFICATIONS

- 8+ years of experience in marketing, strategic communications, or advertising. Preferred experience in healthcare IT.



We live to connect.

- BA/BS in Marketing, Communications, English or a related field
- Ability to successfully pass a government background screening
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook as well as Google's GSuite

PREFERRED QUALIFICATIONS

- Impeccable project and client relationship management skills with knowledge of reporting and financial management and budgeting
- Healthcare industry-specific knowledge to serve a high touch client with confident and engaging recommendations
- Understanding of the integration of social and traditional media
- Excellent organizational skills and keen attention to detail
- Solid writing, proofreading, verbal, and written communication skills
- Ability to work independently and within a team environment with strong problem-solving skills. Management experience preferred.
- Experience working in and contributing to an inclusive and collaborative environment
- Ability to push the envelope and think outside the box
- Agency experience preferred

TO APPLY

Please submit your resume, a cover letter, and two writing samples to hiring@merakicommsgroup.com.

Meraki Communications Group, LLC is an Equal Opportunity Employer.