



SAXUM

PUBLIC RELATIONS

SAXUM PUBLIC RELATIONS is a premier strategic communications firm serving the needs of local, regional and national organizations. From high level consulting in the board room to a customer appreciation event to a live broadcast interview, the Saxum team helps clients tailor their messages to best fit their audience and cause. Saxum|PR currently has an opening for a talented and experienced Account Supervisor or Account Director, depending on experience, reporting directly to the Senior Vice President and located in Oklahoma City.

The Account Supervisor (AS) or Account Director (AD) oversees PR accounts. He/she manages or helps manage the day-to-day direction of programs, budgets, media strategies (including social media) and client relationships. The AS/AD also has the opportunity to participate in new business activities for potential clients. Account Supervisors/Directors often do hands-on work, similar to that of the Account Executive, but he/she also oversees other staff members assigned to his/her client teams.

Description

Account management

- Develop and manage strategic plans for client accounts
- Make decisions that move the account forward
- Keep client informed on account status
- Seek new client opportunities
- Finalize team agendas and monthly, quarterly and annual reports
- Handle specific tactical work for clients personally
- Direct activities of others working on the account
- Determine direction of accounts, with senior management approval of long-range planning and strategic direction
- Handle short-term tactical planning
- Participate in new business as assigned by senior management
- Work to become a trusted extension of client internal team and company structure
- Manage and plan client events and provide recommendations for community relations

Team management

- Lead client team meetings, internal and external
- Plan development sessions
- Maintain regular contact with client/staff
- Provide quality control
- Continually ask, "Are we getting results?"
- Maintain team productivity
- Participate in new business

- Create to-do lists for team (share with other managers)
- Provide general account troubleshooting, as needed
- Delegate mindfully to ensure work is distributed equally and fairly among team members

Financial management

- Monitor client budgeting and profitability; intervene with client when necessary for priorities
- Accountable for profitability on accounts/team members reporting to you
- Assist with monitoring account loads and staffing projections
- Review weekly time reports and mid-month billing per accounting department deadlines

Requirements

We are looking for a candidate who enjoys working with others, problem-solving and creating value for clients. Excellent writing (including AP style), project management, event management, communications and presentation skills are important. Candidates must be committed to delivering results that drive clients' business goals.

- *Experience:* 6-10 years of experience for the Account Supervisor position and 8+ years of experience for the Account Director position in strategic communications/public relations field. Experience managing/leading multiple projects and or accounts is required. Prior agency experience is preferred.
- *Education:* Bachelor's degree is required for this position. Major or field of study preferably in public relations or communications, but not required.
- *Programs/Software:* Proficient in all Microsoft office products and standard PC software and must be a proficient typist.
- *Knowledge, Skills, Abilities and Other Characteristics:* We're seeking an energetic, positive, talented, highly-motivated and creative individual with a strong work ethic. Applicant must work well in a fast-paced, team environment under demanding deadlines and have excellent time management skills.

Contact

Qualified applicants meeting all of the position requirements should send résumé and cover letter to Sara Walker, vice president, operations: swalker@saxumpr.com. Please put Account Supervisor/Director in the subject line of your e-mail. For other career opportunities visit <http://saxumpr.com/careers.html>.