



Cinnamon Toast (CT) is seeking an Account Manager to oversee a portfolio of clients while advocating for their long-term success. The Account Manager will not only identify and secure new business opportunities but also nurture new business from existing clients. The successful candidate will execute effective daily communications with clients - including various managers and creative team members - and will be able to discern their needs and go the extra mile to fulfill them.

At CT, we value each team member's knowledge, experience, and ideas, and know that a collaborative, supportive ecosystem is a thriving one. With this in mind, the Account Manager must possess a can-do, positive attitude, and is known for bringing the best out of a team. Other necessities include:

- Skilled at project management (owning timelines and deliverables)
- Commercial awareness; understands the landscape of business and the industry overall
- Outstanding business acumen and conflict management skills
- Exceptional interpersonal skills, including written and verbal communication
- Ability to work well under pressure; effective stress management
- Excellent analytical and organizational skills
- Strong, confident presentation and negotiation skills
- Effective time management skills

What you'll do on a daily basis:

- Manage a portfolio of clients and act as the face of CT
- Champion and maintain excellent relationships with clients at all levels, via exceptional service and support
- Consult with clients about project objectives and requirements
- Build new business relationships using existing industry contacts
- Deliver concepts and final products to clients for review



- Monitor and drive work progress
- Assist with the development of, and adherence to, budgets
- Analyze, interpret, and deliver effective presentations
- Offer input on project proposals, strategies, and deliverables
- Motivate, lead, and inspire CT team members

What you'll get in return:

- A supportive, energetic work environment
- Flexible work hours with a hybrid office model
- \$500 annual training allowance
- Health benefits (after 6 months)
- Annual team building getaways

Desired Education and Experience:

- Bilingualism considered an asset