Company Profile

We’re the leading brand design consultancy pioneering a more agile approach to brand development. Born back in 1967, we’ve been around the block and don’t beat around the bush. We get closer to real people in the real world – our clients, our specialist partners and much closer to consumers. We apply our strategic thinking and creative craft. It helps our clients build great brands. We focus on world-class structural/3D and graphical/2D pack design as well as in-store communications for MNCs. We work with Absolut Vodka, Budweiser, Diageo, USL, LVMH, Unilever, Pepsi, Danone, Heinz, Nestle, Kraft/Mondelez, Lion, L’oreal and Bayer. We have offices in London, New York, Singapore & Shanghai.

Position

Account Manager

Responsibilities

• Long term and day to day (packaging) project management of one large account and/or multiple accounts and support in research, planning, farming and new business activities.
• Primary relationship owner with an eye towards developing long term relationships, developing new relationships and increasing revenue significantly beyond initial engagements
• Effectively manage all aspects of client and internal/external communications and end-to-end deliverables to ensure that projects are delivered on-time, on-budget and exceeding expectations
• Prepare proposals, estimating costs, timelines and case studies
• Translate and/or write effective Creative and Production Briefs to ensure the successful delivery of assignments
• Effectively manage implementation end of the projects as well as 3rd party suppliers/vendors
• Observe regular industry trends and best practices to fulfill your role as the client’s brand guardian
• Participate in new business, strategic planning and brand consulting related projects
• Strive to improve client satisfaction and expand client relationships
• Gather, monitor and manage project status and billing information
• Participate in allocation of resources based on assignment requirements
• Support the development of internal processes to improve efficiency
• Account level P/L responsibility

Desired Skills and Expertise

• Strong Packaging Design experience preferred- 2D graphics and 3D structural design
• Strong common sense
• Clarity in thought and expression
• Excellent written and presentation skills especially in English and preferably Mandarin as well
• Ability to manage multiple projects and project team across disciplines simultaneously
• Extreme attention to detail and accuracy
• Excellent time management and organizational skills
• Good sense of appropriate business writing tone and style and email etiquette
• Strong desire to listen and learn
• Openness to working in an unstructured environment
• Plenty of curiosity, rigour, initiative and passion to excel
• Strong sense of responsibility and commitment
• Fully proficient in MS Office (Word, Excel and Powerpoint) and timeline application
• Specialisation in Business, Marketing or Communications

Interested parties, please send your application to: singapore@holmesandmarchant.com.sg
Closing Date: 25 October 2019
*Only shortlisted applicants will be contacted
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Position

Senior Account Manager

Responsibilities

• Long term and day to day (packaging) project management of one large account and/or multiple accounts and support in research, planning, farming and new business activities.
• Primary relationship owner with an eye towards developing long term relationships, developing new relationships and increasing revenue significantly beyond initial engagements
• Effectively manage all aspects of client and internal/external communications and end-to-end deliverables to ensure that projects are delivered on-time, on-budget and exceeding expectations
• Prepare proposals, estimating costs, timelines and case studies
• Translate and/or write effective Creative and Production Briefs to ensure the successful delivery of assignments
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• Account level P/L responsibility

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