

Position Description Account Manager (AM)

Vehr Communications is looking for a talented strategic communications professional with two to four years of prior agency or corporate experience to join our team. We are an integrated agency that builds brands. We focus on delivering meaningful outcomes achieved by having clear objectives, solid strategies and tactics, disciplined creativity, flawless execution and hard work. We have embraced a hybrid working model. We believe in relationships over transactions. We partner. We listen. We challenge. We learn. We deliver results. We make a difference. And, we have fun in the process.

Position Summary: We seek candidates who can grow client relationships through the best possible strategic communications counsel, programs and results. Ideally, candidates will have an understanding of paid, earned, shared and owned strategies and tactics and will be able to apply this understanding to support integrated programs of work on behalf of clients. Strong leadership, writing, time management, analytical and budgeting skills are required.

Position Relationships: An Account Manager has the opportunity to work directly with clients and all employees of Vehr Communications. All employees are accountable to the CEO and President. All employees work on teams in support of our clients. Formal performance reviews are provided annually, a mentor relationship is established for each employee and quarterly goal-setting and regular mentor interaction are standard.

Position Duties, Responsibilities and Requirements: Vehr seeks creative and strategic thinkers who are self-motivated, multi-taskers, team-oriented, proactive, results-focused, flexible, life-learners and curious. As an Account Manager, you will be required to:

- Support multiple client relationships and Vehr team members
- Demonstrate broad understanding of integrated communications
- Provide flawless, clear and concise written communications support
- Provide exceptional tactical support in the implementation of strategic communications programs for clients
- Have media relations experience and proficiency in using social media to advance and support communications strategies
- Keep updated on current social and digital trends and platforms
- Develop content across a variety of applications, including newsletters, reports, social media, websites, collateral, columns, blogs, media materials, etc.
- Problem-solve with curiosity and creativity
- Learn to anticipate client needs
- Constantly seek to understand the strategic implications of all recommendations presented to clients
- Accept assignments and responsibilities with enthusiasm and clear demonstration of a desire to learn and grow as a professional communicator



- Be honest, always, with clients, colleagues and yourself
- Bachelor's degree (required) in public relations, journalism, marketing, communications or related fields of study

Vehr Communications is an equal opportunity employer. Each day, we embrace equity and fairness and are committed to individual and organizational efforts to maintain a workplace that respects diverse traditions, heritages and experiences. We hire determined individuals who demonstrate a passion to serve clients and learn about their business. In return, we offer a creative, open and dynamic hybrid work environment where employees can thrive, learn from one another and grow as integrated marketing professionals. We offer competitive compensation and benefits. All employees are required to sign an employment agreement that will be provided for review in advance of its required execution.

The information contained in this position description is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.

If interested, please forward a cover letter and resume to:

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