

This [Account Supervisor](#) job description template includes key Account Supervisor duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for an Account Supervisor to lead our account team and oversee our clients' [marketing plans](#) and campaigns.

In this role, you should be an excellent communicator and effective leader who can supervise multiple programs and team members. If you also have a solid background in account management and advertising, we'd like to meet you.

Your goal will be to ensure high-quality service to our clients and that our account department runs smoothly and profitably.

Responsibilities:

- Lead account executives and account representatives
- Allocate new accounts and tasks to team members
- Monitor team performance and give guidance when needed
- Provide strategic insight to clients' programs
- Oversee execution, analysis and optimization of marketing plans
- Communicate with clients daily to ensure satisfaction
- Review recommendations for ad and communication campaigns
- Manage accounts' financial aspects (budgets, contracts, fees etc.)

- Report on activities and accounts

Requirements:

- Proven experience as an Account Supervisor
- Solid [account management](#) and customer service experience
- Experience in project management
- Familiarity with budgeting and reporting
- Knowledge of online marketing and advertising
- Proficient in MS Office and [social media](#)
- Excellent communication skills
- Outstanding organizational abilities
- Strategic thinking
- BSc/BA in Marketing, Communications or a related field