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## **Position: Account Manager (*Assistant / Associate*)**

CORY/PAETH, a medical communication agency based in Chicago, IL, seeks an Account Manager to join our team. The ideal candidate will be the key client-agency intermediary and must possess strong communication and organizational skills.

### **Scope of Work**

Primary position responsibilities center around the day to day client relations. The Account Manager will maintain open communication with the client and internal team to report progress, anticipate issues and recognize opportunities. Additionally, the account manager will handle the day to day account needs which include: project management, vendor coordination, and organizing and providing on-site support at meetings and conferences.

### **Key Skills**

- Attention to detail with an emphasize on accuracy and quality.
- Outstanding organizational skills.
- Excellent verbal communication skills.
- Strong writing, editing and proofreading capabilities.
- Self-management and project management abilities to meet all deadlines.
- Collaborate with project teams to plan, analyze, organize and execute projects within timeline and budget requirements.
- Strong critical thinking and problem solving skills.
- Ability to manage and supervise others.
- Capacity to manage time effectively.

### **Job Requirements**

- Bachelor's degree in science, liberal arts, or equivalent
- 3-5 years experience.
- Previous project management experience in a cross-functional environment.
- Experience in the medical/health care industry a plus.

### **Compensation**

Compensation commensurate with experience. Competitive benefits package.

Experience and qualifications will determine position level/title at the time of hiring (assistant or associate account manager).

*Please submit cover letter and resume to [jobs@corypaeth.com](mailto:jobs@corypaeth.com).*

CORY / PAETH is an equal opportunity employer and does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.