

Account Manager

Description

Inovva has over 20 years of experience in North America and globally with state-of-the-art digital tools designed to drive growth in the media and publishing industries. We deliver forward-thinking solutions and expertise that cover all aspects of audience engagement, subscription fulfillment, sales management, rights and royalties' management and content management for print, web and mobile platforms.

Due to our rapid growth, we are seeking a talented applicant who is a good communicator and values team spirit. Reporting to the Director - Accounts and Operations, the Account Manager plans and coordinates the project activities and resources of Inovva's internal and external customers. With the clients' interests in mind and his strong understanding of the publishing industry, the Account Manager is responsible for ensuring the understanding of requirements, the quality of work, and delivering projects to publishers within the established timelines and budget. He/she identifies opportunities for improvement and recommends solutions in order to improve and optimize the business processes and the work flow, thereby participating in the achievement of the company's goals and the satisfaction of its clients.

Inovva is a dynamic, team-driven place to work, where solving business problems for customers is our top priority. Here is a brief synopsis of what you can expect from us:

- We offer a challenging, performance-driven environment where results are recognized and rewarded
- We offer world-class solutions and professional services
- We help our customers solve
- their most critical business challenges
- We offer a competitive compensation package, a business-casual environment and great employee benefits

Responsibilities

- Identify, plan and manage the development and implementation stages of the projects; evaluate the tasks to be completed, identify the necessary resources; be responsible for monitoring the work progression, the timelines, the budget and the quality of the deliverables
- Assist the customer (internal / external) during the project definition period then collect and summarize the information
- Participate, as required, in the preparation of the preliminary analysis and coordinate all activities required for project approval
- Plan, manage and administer the scope, the risks, the timelines, the costs, the change requests, the outstanding issues, the human resources and the communications for all assigned projects



- Coordinate and oversee the work of the project teams and assist the staff in achieving the tasks
- Promote the interaction and synergy between the customers (internal / external) and the project teams
- Ensure the optimal use of resources (human, financial and material) within the course of the projects. Assume responsibility for the quality of the project and its smooth implementation in a multi-project environment
- Maintain the management indicator records on the progress of the projects under his/her responsibility and track the change requests related to these projects
- As part of his duties, the Account Manager may be called upon to travel occasionally.

Skills and abilities

- Strong organizational skills
- Communication Skills
- Rigor and discipline
- Teamwork
- Tact and diplomacy
- Initiative
- Excellent writing and synthesis skills
- Fully bilingual

Requirements

- Essential – Bachelor's degree
- Essential – Experience in account or project management, 5 years or more
- Essential – Experience in the Magazine Publishing industry
- Asset – Good knowledge of the Web Technologies/Environment
- Asset – Knowledge of the AGILE methodology
- Asset – PMP certification or equivalent
- Asset – Ability to draft documentation

If you are interested in joining our dynamic and ever-growing team, please **send us your resume** at: careers@inovva.com.

We thank you for your interest in our company and we guarantee that all submitted applications are considered. Only those whose applications are selected will be contacted for interview purposes.