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## **Job Description**

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## **Account Manager**

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Salary & Hours: \$85,000 - \$100,000 Full time

Gabriel Saunders is seeking an experienced Account Manager to join our growing Fitzroy team.

Are you an experienced account manager with an interest in design and architecture looking to take the next step in your career? This exciting role is based in our beautiful Fitzroy studio, the right candidate will be full time in our studio, with the potential for flexible working in the future.

The ideal candidate will have an interest in design and provide professional account management services to our discerning clientele both nationally and internationally. A flexible nature, positive attitude, professional and engaging manner and the ability to manage multiple stakeholders will be necessary for such a dynamic role. The role is supported with a senior account manager. If you thrive in a creative environment, are highly organised, take pride in producing high quality work and have a client-first mindset then this role is for you.

### **About Us**

Gabriel Saunders has established itself as industry leading visualisation studio specialising in architectural visualisation and interior styling. Our tailored approach, unique methodology and cross disciplinary team create a unique offering for our clients.

We work with the world's leading architects, interior designers, branding agencies, photographers and developers to conceptualise beautiful designs.

We believe in dynamic careers and nurturing peoples' strengths and interests through work life balance, varied opportunities and experiences.

### **There are four primary accountabilities for this role:**

#### **1. Client Satisfaction**

Ensure the client is routinely informed, educated and their needs are pre-empted for the purpose of ensuring a strong positive and long-term working relationship.

#### **2. Communication and Project Coordination**

Manage the flow of communication between GS and the client whilst professionally representing the GS brand and advocating for the client internally.

#### **3. Team Management**

Thorough, effective and honourable people management, create and maintain a positive, goal-orientated culture where constructive feedback is encouraged, calculated risks are taken, trust, integrity and collaboration are fostered.

#### **4. Account Management**

Effectively manage multiple projects concurrently to time and budget.

### **Gabriel Saunders P/L**

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227 Moor St  
Fitzroy Victoria 3065  
Australia

—Telephone  
+61 3 9419 4482

—Email  
[info@gabrielsaunders.com.au](mailto:info@gabrielsaunders.com.au)

—Website  
[gabrielsaunders.com.au](http://gabrielsaunders.com.au)

—ABN  
15 145 739 984

August 2023

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## **Job Description**

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## **Junior Account Manager / Production Assistant**

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### **The skills and experience the ideal candidate will bring to the role:**

- Previous experience as an account manager is imperative
- Previous experience with 3D render management in the architecture, interior design and furniture design industries will be looked upon favorably
- A strong interest in design and architecture.
- Strong relationship building skills
- Analytic mindset to assist with quote generation
- Strong attention to detail
- Highly organised and efficient
- Exceptional written and verbal communication skills
- Ability to multitask and prioritise competing priorities
- Extremely professional in all situations with the ability to address and resolve client requests
- Pre-emptive and intuitive approach to client management
- Swift and proactive negotiation skills
- Strategic thinker
- Experience working within a team

### **Gabriel Saunders offers:**

- Work with leading local and global design teams on exciting projects
- Encouraging, creative, open, diverse and motivated studio environment & culture
- Commitment to work-life balance including flexible working arrangements
- Perks such as paid birthday leave, 2 weeks paid parental leave and beautiful studio in the heart of Fitzroy Melbourne
- Globally recognised studio

### **To Apply for this Role**

To apply to this role, email your cover letter and resume to [jobs@gabrielsaunders.com.au](mailto:jobs@gabrielsaunders.com.au)

Please title the email 'Account Manager Application'

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In your cover letter please include an answer to the following questions:

1. In three words, how would your co-workers describe you?
2. Outline your exposure/interest in design.
3. Our core values are Integrity, Quality, Collaboration and Knowledge - briefly describe how these resonate with you.