

GABRIEL SAUNDERS

13 April 2022

Job Description

Page 1 of 2

Account Manager - Maternity Leave Role

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 a seven month contract with the possibility to evolve into a permanent role for the right candidate. Based in our beautiful Fitzroy studio, the right candidate will have the flexibility to be full time or part time (min three days). This role is studio based with the option to work remotely in line with both personal preference and government advice.

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 junior account manager reporting into this position. 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.

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.

Skills and experience:

- Previous experience as an account manager is imperative
- A strong interest in design. Previous experience in the architecture, interior design and design industries will be looked upon favourably
- 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 P/L

—Address
227 Moor St
Fitzroy Victoria 3066
Australia

—Telephone
+61 3 9419 4482

—Email
info@gabrielsaunders.com.au

—Website
gabrielsaunders.com.au

—ABN
15 145 739 984

GABRIEL SAUNDERS

13 April 2022

Job Description

Page 2 of 2

Junior Account Manager / Production Assistant

Gabriel Saunders offers:

- A highly collaborative studio environment.
- Exposure to leading architecture and design projects both nationally and internationally.
- Perks such as paid birthday leave, 2 weeks paid parental leave, a beautiful studio in the heart of Fitzroy, fully stocked kitchens and regular social events.

About us:

Gabriel Saunders is an award winning visualisation studio, we're recognised by developers, architects and brand agencies as an industry leader by remaining curious in our approach and meticulous in our vision. We are a multi-disciplinary visualisation studio driven by a collaborative design process that infuses every project with an emotive realism. Our work focuses on clients in the property development, interior styling, design and architecture sectors. At Gabriel Saunders we use a unique blend of art and technology to create photo-realistic imagery, animations, films, VR and spacial environments. At GS we believe in dynamic careers and nurturing people's strengths and interests through work life balance, varied opportunities and new experiences.

To Apply for this Role:

If you're as excited about this role as we are, email your cover letter (answering the four questions below) and your CV to jobs@gabrielsaunders.com.au

Questions:

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

Gabriel Saunders P/L

—Address
227 Moor St
Fitzroy Victoria 3066
Australia

—Telephone
+61 3 9419 4482

—Email
info@gabrielsaunders.com.au

—Website
gabrielsaunders.com.au

—ABN
15 145 739 984