



## Account Manager

At STAR, we specialize in the custom design and manufacturing of physical experiences. Our clients' needs range from exhibits, retail and corporate environments, and branded events. Wherever a brand lives, STAR is there to make it shine.

At this time, STAR has an open position for an Account Manager (*full-time, exempt*). This role plays a critical role in serving as both client advocate and intern project manager, ensuring every project is delivered on time, within budget and to our client's expectations.

The responsibilities of this position include, but are not limited to:

- Partner with clients to develop strategies and objectives for specific projects and own the day-to-day client relationship
- Collaborate with internal teams to develop proposals for existing clients for new strategic marketing solutions
- Ensure flawless execution by personally managing all types of projects, from new retail and corporate interiors to trade shows and events
- Manage all internal and external communications relative to projects, including leading client and internal project meetings, developing and communicating timelines associated with each project, and using our proprietary project management software
- Maintain/monitor the accuracy of current event dates, financial information, estimates, billing, etc. prior to distribution

The ideal candidate for this job will possess a collaborative spirit, a commitment to exceeding client expectations, fanatical attention to detail, and an exceptional ability to manage assigned tasks and timelines.

Qualifications:

- 7+ years of tradeshow experience, those possessing an understanding of the dynamics of fixturing, visual merchandising, store rollouts, events or trade shows will be given preference
- 3+ years of leading or managing projects
- Demonstrated success managing details in a fast-paced, client-facing position
- Comfortable presenting, preferably experience with senior leadership and decision makers
- Occasional travel to trade shows, events and client locations is required

STAR offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history via email to [hr@engagestar.com](mailto:hr@engagestar.com) or by mail to STAR, Attn: Human Resources, 6688 93rd Avenue North, Minneapolis, MN 55445. STAR is an equal opportunity employer.