



## 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 is critical in the day-to-day management of key accounts and program rollouts.

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 ensure projects are delivered on-time, on-budget and to our client's expectations.
- Manage client and internal communication
- Hold regular account reviews occur in partnership with the Account Director
- Ensure flawless execution by personally managing projects for key accounts and program rollouts
- Maintain and monitor the accuracy of timelines, 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.

Preferred Qualifications:

- 5+ years of experience in project, program or account management, preferably in events, tradeshow, retail or agency
- Exceptional ability to manage projects, timelines and relationships
- Marketing mindset
- Comfortable presenting, preferably experience with senior leadership and decision makers
- Ability to travel up to 25%
- Willingness and ability to work beyond 40 hours/week during peak periods to ensure client needs are met

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 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.