



Job Description

Account Manager

The AOIC, LLC (AOIC) Account Manager (AM) is a results-driven professional responsible for ensuring client satisfaction with AOIC and growing revenue and projects with existing clients. AMs will work with the VP of Scientific Content and Strategy; Client Service Managers; and other AOIC teammates to grow client revenue. They are expected to have an understanding of all aspects of business operations, project implementation, and client management in a scientific communications and medical communications environment. AMs are responsible for managing and cultivating relationships with key clients and working with client service team members to deliver quality products to our clients within developed budgets and timelines. Key responsibilities include client development, team collaboration, and sales and strategic marketing development.

Responsibilities

Client Development

- Cultivate key client relationships with biopharmaceutical and nonprofit organizations.
- Establish and maintain credibility with clients.
- Identify opportunities for organic growth with biopharma and nonprofit clients.
- Present AOIC's strategic and tactical capabilities to existing clients.
- Meet or exceed revenue objectives with existing clients while assisting in new business development.

Team Collaboration

- Work closely with project management and support teams to oversee the design and execution of projects, including the development of timelines and budgets.
- Oversee the management of project portfolios for assigned clients.
- Act as a client's voice on project teams.
- Provide a leadership example within the organization.

Sales and Strategic Marketing Development

- Develop and deliver project proposals and budgets for both new and existing clients.
- Create superior scientific and medical communication plans for clients.
- Cultivate client relationships and present communication strategies and tactics.

Qualifications

Desired Experience and Skills

- 2+ years account management or sales experience
- Proven client management success
- Experience in scientific communications, medical communications, or medical education is a plus.
- Publication management (familiarity with ICMJE guidelines, CMPP certification, and/or publication tracking software), and/or CME/CE, webcast, and/or advisory board activity implementation is a plus.
- Clear knowledge of AMA, OIG, and PhRMA guidelines
- Organized with the ability to prioritize and multitask.
- Computer proficiency in MS Office (including Word, PowerPoint, and Excel) and Adobe Acrobat, as well as Internet browsers, Windows, and computer networks

Education

- Bachelor's degree is required.

Reporting Structure

- This position reports to the President.