

Local Search Masters  
209 10th Avenue South, Suite 212  
Nashville, TN, 37203

Position Title: SEO Account Manager

Position Description: Local Search Masters, a leading digital marketing firm specializing in organic SEO, is currently looking for an SEO Account Manager.

**Responsibilities:**

- Act as clients primary point of contact with the ability to assess client's needs and project manage on a daily basis.
- Campaign management including PPC, organic SEO, and social media.
- Coordinate with other departments including design and web development teams on a project basis.
- Communicate with client on weekly basis regarding account status.
- Assist client in strategy needs for digital marketing efforts.

**Expectations:**

- Keep abreast of the latest trends in technology as it relates to the core competencies of this position.
- Be prompt, courteous and able to interact with clients on a regular basis.
- Maintain efficiency of department and work well under pressure.
- Be able to manage time wisely, and prioritize task list appropriately.

**Requirements:**

- Minimum of 2 years in account management (exception if further client relations/customer service background is seen instead.)
- Ability to multi-task and prioritize projects.
- Strong written and oral communication skills.
- Proficiency in Microsoft Office products.

**The ideal candidate would also include the following skills:**

- Experience working within a small business setting.
- Marketing experience with an emphasis on digital such as website development.
- Have knowledge and experience with SEO from both an organic and PPC standpoint, including proficiency in Google Analytics, and Google Adwords.

Please be ready to provide both references and examples of websites/collateral designed and developed by candidate.

Local Search Masters offers competitive salary compensation; a comprehensive benefits package, and professional growth opportunities.

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