

Assistant Account Manager (Chicago, IL)

Company: Perishables Group

Description

The Perishables Group (PG) is an independent consulting firm in the fresh food industry. We are the strategic resource partner for growers, shippers, suppliers, commodity boards and retailers. With our unique market insights and information, we help set new standards in the evolution of the produce, deli, meat, seafood and bakery industries. PG provides its clients with syndicated sales data, market research, advanced data analytics and marketing services to help them succeed in a consumer-driven marketplace. Our clients include top-tier national retailers and suppliers.

Position Summary

The Assistant Account Manager's primary responsibility is to provide high-quality ongoing support for key client projects. The responsibilities also include ad hoc analysis, quality control and market research program element coordination. Primary tasks and skills include, but are not limited to:

- Analyze sales data and process reports to provide efficient information, key insights, recommendations, and analytical support to key clients
- Provide day-to-day client support of category management, market research and related activities, to include managing data requests, monitoring data quality control and augmenting analytical work.
- Support account manager on key client programs through tactical execution; participate in leading projects for client accounts.
- Manage data requests and deliveries to and from the client.

Requirements

Assistant Account Manager Requirements

- Bachelor's Degree required.
- 1-3 years professional experience.
- Project management, market research, data analysis and/or marketing experience.
- Expert Excel and PowerPoint skills (i.e. pivot tables, graphs and charts in Excel and animation in PowerPoint)
- Strong leadership skills, e.g., ability to effectively lead a project team, organize and motivate others to work on common goals.
- Excellent client service skills.
- Sound analytical, organizational, planning and problem-solving skills.
- Strong communication skills including presentation and writing aptitude.
- Effective time management skills, including working on multiple projects, simultaneously.
- Ability to work with minimal supervision.
- Market research experience a plus.

Benefits:

In addition to a competitive salary, we offer a comprehensive benefits package which includes medical, life, dental, short-term disability, flex plan, 401K plan, paid time off, and 11 paid holidays (which includes office closure between Christmas and New Year's).