

JOB POSTING: ACCOUNT MANAGER

ABBARCH is seeking a highly motivated and relationship-driven Architectural Account Manager to oversee and grow our portfolio of existing clients. This role will act as a strategic liaison between our firm and key stakeholders, including clients, consultants, and partners.

The ideal candidate is passionate about architecture and design, technically proficient, and excels at fostering long-term client relationships. They will be responsible for managing current accounts, ensuring the successful delivery of ongoing projects, and identifying opportunities for growth and continued collaboration.

Key Responsibilities:

- **Account Management:** Build and maintain strong, long-lasting relationships with clients, consultants, designers, and specifiers.
- **Sales Strategy:** Develop and execute account strategies to increase our presence in retail or infrastructure projects.
- **Project Tracking:** Identify and track projects from early design through construction to completion. Ensuring milestone deliverables are met or exceeded.
- **Client Education:** Present designs, technical details, and value propositions to clients through meetings and presentations.
- **Collaboration:** Work closely with internal teams including our production, and specification team to ensure a seamless client experience.
- **Reporting:** Maintain accurate records and provide regular forecasts and status updates to firm Principals.
- **Market Insights:** Stay up to date on industry trends, competitor activity, and evolving client needs.

Qualifications:

- Bachelor's degree in Architecture and registration in an Architectural Association
- 7+ years of experience in project and account management
- Strong understanding of the architectural process
- Excellent communication, presentation, and interpersonal skills
- Proficiency with Microsoft Office and good understanding of Revit and Auto CAD
- Ability to travel as needed

Preferred Qualifications:

- Experience working with clients, AHJs, architects, engineers, designers and contractors
- Familiarity with construction project lifecycles and specification practices
- A passion for design, architecture, or sustainable building practices

What We Offer:

- Competitive salary (90-100k)
- Health, dental, and vision insurance
- 3 weeks vacation
- Hybrid work
- Professional development opportunities
- Travel and expense reimbursement
- Supportive and collaborative team environment

For more information, visit: <https://www.abbarch.com/>

Please forward your resume to jhejie@abbarch.com. We appreciate the interest of all applicants however only those selected for an interview will be contacted. No agencies, telephone calls or walk-ins please.