

CORBINPARTNERS INC. - ACCOUNT MANAGER

LOCATION: Corbin Professional Centre, 39 Pleasant Blvd., Toronto

STATUS: Full Time

OVERTIME REQUIRED: On occasion

TRAVEL REQUIRED: On occasion

COMPENSATION: Competitive base salary; following probationary period generous benefits plan and participation in company's bonus plan.

REPORTING TO: President/COO

CorbinPartners Inc. is an established provider of precise and reliable business intelligence, statistical measurement, and forensic market research. We are the leading Canadian provider of reliable, valid and relevant expert evidence for resolving disputes in mediation and litigation. We have a well-known specialty in auditing, measuring, optimizing, monitoring and protecting clients' intellectual property. Our studies support Canadian and international corporations, boards of directors, governments, not-for-profit organizations, courts, and regulators.

As we continue to build a company of strong professionals who are well-educated, professional, entrepreneurial, ambitious, and flexible, we are looking for an Account Manager to join our Toronto office.

ROLE OBJECTIVE: To be an asset to the company and executive team as a front line contact with prospective and existing clients and suppliers, and a core driver in conducting project tasks from business inception to project conclusion. The individual is primarily responsible for generating and closing new business opportunities, defining and documenting client research objectives, designing research tools, gathering and interpreting research data, drafting clear and engaging reports, and producing substantiated and actionable conclusions for senior level clients.

THE IDEAL CANDIDATE: The ideal candidate has advanced training in social science and quantitative analysis. He/she is a highly motivated, professional, persistent, organized and driven individual, with an outgoing personality, who can work effectively and independently in a small team setting. He/she will be creative, detail oriented, technologically savvy, with a passion for efficiency, accuracy and team support. He/she will demonstrate good judgment and bring confidentiality, integrity and tact to the position. In addition, the candidate must possess strong analytical and critical thinking skills, and excels in both written and oral communication.

SPECIFIC RESPONSIBILITIES:

The position of Account Manager includes the following main areas of responsibility:

- ▶ Managing relationships with senior level clients and potential clients, including corporate executives, in-house or external lawyers, and boards.
- ▶ Leveraging the company's network, reputation and expertise to expand and build new business
- ▶ Preparing actionable and creative project proposals based on potential client needs and project specifications.
- ▶ Managing the logistics of company projects from end to end, including,
 - Conducting initial client planning sessions
 - preparing auditable project files,
 - obtaining "quotes" based on project specifications,
 - designing and reporting on research methodology
 - arranging for research production,
 - communication with field houses during projects,
 - tracking and reporting on project status,
 - coding and interpreting data,
 - statistical analysis of data
 - drafting of preliminary and final reports
 - presentation of data findings to the client
- ▶ Assistance with marketing and client communications to both existing and prospective clients
- ▶ Initiating and championing selected business development initiatives

- ▶ Handling special projects and "trouble shooting".

- ▶ Personal and professional development, to strengthen your own skills and to build on your professional interests wherever they enhance the value we offer to clients.

ROLE PRE-REQUISITES:

The successful candidate will have....

- ▶ University degree in social sciences, arts, business, or a related field.
- ▶ At least 2 years account / project management experience in Canadian marketing or market research field
- ▶ A network of potential client contacts to reach out to for potential business
- ▶ Excellent references including both work and personal
- ▶ Continually upgraded his/her professional development
- ▶ The ability to handle a wide variety of situations and issues
- ▶ Solid computer skills including Microsoft Office Suite, and other business-related software systems

Fluency in French is preferred but not required.

Please e-mail your resume in confidence to info@corbinpartners.com - Attn: Joanna Ayoub.

While we appreciate all applications received, only those to be interviewed will be contacted.