



INNOVATIVE BRAND SOLUTIONS

Cornubia Industrial Business Estate | 22 Tottum Road | Ottawa | Durban 4339
031 492 9900 | www.patontupper.co.za PATON TUPPER (PTY) LTD REG No 2000/026290/07

ACCOUNT MANAGER PATON TUPPER DURBAN

CORE PURPOSE OF THE JOB:

The Account Manager will lead the day-to-day delivery of client projects – keeping work on track, on budget and on brief.

KEY PERFORMANCE AREAS:

- Manage client relationships, oversee project delivery, ensure client satisfaction, and identify opportunities for account growth
- Coordinate end-to-end project delivery, manage studio workflow, monitor deadlines, and ensure efficient resource utilisation
- Own the briefing process, ensure high-quality project briefs, and facilitate effective communication between clients, sales, and studio teams
- Manage project budgets, forecasting, job costing, invoicing, revenue tracking, and ensure financial discipline across the Business Unit
- Control project scope, manage change requests, mitigate delivery risks, and ensure quality standards and client commitments are met
- Support Business Unit Directors in achieving revenue targets, maintaining portfolio health, and driving strategic account growth

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification in Project Management, Operations, Marketing or Production with at least 7+ years' experience in a creative studio, print, agency or retail marketing environment
- Experience managing workflow/traffic and project teams
- Strong project/workflow management experience in creative, print, retail or agency environments
- Understanding of design, artwork and production processes
- Advanced computer skills

BEHAVIOURS & ATTRIBUTES:

- Client centric
- Business and commercial acumen
- Highly structured and process driven
- Strong communication skills
- Ability to work under pressure

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria.

Email: careers@hc.co.za

Closing date for applications is Friday, 24th July 2026.

B-BBEE Level 1
100% BLACK OWNERSHIP