



<b>Job Title</b>	SEO Account Manager
<b>Reports to</b>	Digital Operations Manager

### **Job purpose**

As an SEO Account Manager, you will be responsible for developing and implementing effective search engine optimization strategies.

### **Duties and responsibilities**

- Build, post and manage content, utilizing leading-edge SEO practices
- Create and tailor content topics to the specific needs of clients
- Develop strong working knowledge of Google Analytics, SEMrush, Google Search Console, Data Studio and other SEO tools
- Repair approved SEO errors found on clients' sites
- Define and execute client-centric SEO campaigns
- Develop metric oriented reports
- Stay current with emerging opportunities in the digital marketing world

### **Qualifications**

The best candidates for this position will possess the following:

- Excellent verbal and written communication skills
- Strong organizational skills and the ability to multi-task
- Experience providing superior customer service
- Ability to think and work independently and as part of a team
- Ability to identify process inefficiencies and recommend improvements

Requirements for this position are the following:

- 4-year degree in marketing, business, communication, public relations, advertising or a related field
- Strong verbal and written communication skills
- Willingness to work in a team-based atmosphere and take direction from leadership
- Previous work experience that demonstrates interaction and service

### **Technical skills**

Working knowledge of the following applications:

- SEO Familiarity Preferred

- SEMRush Familiarity Preferred
- Google Ads
- WordPress
- Salesforce
- Microsoft Office Suites

### **Company Benefits**

- Open-floor office environment with standing desks
- Flexible hours
- Work from home policy
- 3 weeks of paid time off
- 8 paid major holidays
- 2 paid floating holidays
- Health insurance plan
- 401(k) plan with a 3% employer contribution
- Generous quarterly incentive program

*AltaVista Strategic Partners is an equal opportunity employer and will consider all applications equally and without regard to race, sex, creed, religion, color, national origin, age, family history, or sexual orientation.*