Job Title	SEO Account Manager
Reports to	SEO Operations Manager

Job Purpose

As an SEO Account Manager, you will develop and execute data-driven search engine optimization strategies that help our clients improve their online visibility, increase organic traffic, and achieve their business goals. This role combines SEO strategy, content optimization, analytics, and client relationship management. You will work closely with clients and internal teams to identify opportunities, implement recommendations, monitor performance, and communicate results while staying current with the evolving digital marketing landscape.

Duties and Responsibilities

- Develop and execute SEO strategies aligned with client goals, business objectives and search performance
- Conduct keyword research, competitive analysis, and website audits to identify opportunities for organic growth
- Create, optimize, and manage website content using current SEO best practices
- Develop content recommendations and topics tailored to each client's audience, industry and SEO objectives
- Monitor and analyze organic search performance, identifying trends, opportunities and areas for improvement
- Develop client-facing performance reports and communicate key insights, recommendations and results
- Manage multiple client accounts and SEO initiatives simultaneously while meeting deadlines and maintain attention to detail
- Stay current with Google algorithm updates, SEO trends, industry developments, and emerging digital marketing opportunities
- Build and maintain strong client relationships through responsive communication, strategic recommendations and consistent follow-through

Qualifications

- Bachelor's degree in marketing, business, communications, advertising, public relations, or a related field
- Experience in SEO, digital marketing, content marketing, account management, or a related field preferred, but not required
- Strong written and verbal communication skills, with the ability to clearly communicate recommendations and results to clients
- Strong analytical, organizational, and problem-solving skills with the ability to manage multiple priorities and deadlines
- Customer-focused mindset with the ability to build strong professional relationships and deliver a high level of service

- Ability to work independently and collaboratively, take initiative, accept direction, and adapt to changing priorities

Technical Skills

Working knowledge of the following tools and platforms preferred, but not required:

- SEO research and optimization tools, including SEMrush or comparable platforms
- Google Analytics
- Google Search Console
- WordPress
- Salesforce
- Microsoft Office Suite

Company Benefits

- 401(k) plan with a 3% employer contribution
- Health insurance plan options with an employer contribution towards premiums
- Salary range: $50,000 - $60,000 per year
- Annual incentive program
- Job positions are in-person first with work from home flexibility
- Flexible hours
- 3 weeks of paid time off
- 7 paid major holidays + 2 paid floating holidays
- Open-floor office environment with standing desks
- Collaborative and supportive work environment

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.