



## Job Description

### Account Executive – Account Service—PA Office

Works within the appointed Account Service team to manage, assist and coordinate projects for your clients by performing the duties listed below. This position is a stepping stone to more advanced account service positions. Understanding your clients' businesses and the industries in which they operate, developing strong agency/client relationships, and keen participation in the development of strategic marketing solutions is important in advancing in account services.

- Manage and assist in managing the day-to-day jobs and activities of assigned accounts; ensure that client campaigns, reports, projects and tasks are functioning appropriately and delivered accurately
- Keep all client projects and tasks on track (time and budget) with effective project management skills
- Open and close jobs and assist with billing all jobs for clients
- Maintain a strong working knowledge of the agency job traffic and accounting software, ensuring all jobs are opened appropriately and tracked accordingly.
- Serve as liaison between client and all internal departments for the execution of all campaigns
- Work directly with internal teams to participate in creating innovative solutions and strategic direction to the problems facing clients
- Collaborate with Account and Creative teams to develop strategically sound, useable creative and job briefs.
- Generate accurate and timely conference and status reports for clients

- Gain understanding of the various clients' business operations and industry trends and utilize this in your team's development of marketing solutions where possible
- Must complete timesheets on a weekly basis
- Participate in client profitability analyses
- Participate in strategic development process with clients and agency teams
- Maintain and nurture client relationships
- Must strive to meet client objectives and exceed their expectations
- Participate in new business activities and special projects as needed
- When required, be available for travel, long days and/or weekend work that may be necessary from time to time.