



## Summary

The Account Executive is responsible for leading the day-to-day client relationship, initiating work with creative team and vendors, and managing timelines and budgets. Accounts: Fast Casual and Property & Casualty.

## Responsibilities

- The daily point of contact for client marketing teams and partner agency teams
- Act as client liaison within the agency to ensure deliverable of client projects
- Build and maintain relationships with working teams in: Marketing Communications; Strategic Development; Product Planning; Media and Regional Marketing
- Primary support for Account Director on the development of multicultural marketing plans
- Manage budget plans and allocation by segment
- Develop monthly report of segment trends and behavior
- Create presentation materials
- Work with Integration and Media teams, as well as Partner Agencies in completion of Client production and creative deliverables
- Develop and disseminate required communications documents including status documents, conference reports, etc
- General account supervision for activities relating to business development

## Qualifications

- Bachelor's degree in marketing, advertising, or a related field
- 3-5 years of advertising agency experience, multicultural preferred
- Experience working with clients to manage a plan, project deliverables and deadlines
- A "people" person with excellent written and verbal communications skills
- High energy and entrepreneurial spirit
- Motivated self-starter with professional demeanor
- Detail-oriented, well organized and able to multitask
- Strong working knowledge of Microsoft Office - Power Point and Excel

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