



## ASSISTANT ACCOUNT EXECUTIVE JOB DESCRIPTION

### SUMMARY

The Assistant Account Executive is responsible for the day-to-day execution of assigned client projects. The AAE coordinates and manages agency resources for their projects and often acts as the day-to-day interface between the various agency departments that are involved in project development. This position is instrumental in ensuring that projects are completed on-time, on-budget and meets client/agency objectives.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop knowledge of clients' business, competitive challenges, and how key strategic issues could impact client/agency objectives
- Coordinate development of estimates, billing and vendor invoices within approved budgets
- Be the go-to person for production status and schedules for assigned client projects; manage work in-progress, track agency time against estimates and reconcile upon completion
- Provide effective/timely communications to agency staff, clients, and outside suppliers
- Route copy, layout/artwork, media plans and production materials
- Contribute to the overall spirit of GyroHSR by injecting a positive personal impact to the workplace by bringing enthusiasm, energy and a positive spirit to the work environment

### EMERGING SKILLS

- Begin to develop an understanding of integrated marketing campaign management, production processes and reporting
- Be proactive - understand the big picture as well as the details and contribute suggestions, new ideas, procedure recommendations, etc. to team and agency management
- Learn how to analyze campaign results, draw conclusions and proactively make recommendations to optimize the client's program

### EDUCATION/TRAINING/EXPERIENCE

- Bachelor's degree or equivalent work experience required
- 0-3 yrs. relevant marketing programs management and/or agency experience
- Excellent verbal and written communication skills
- Proficient in Word, Excel and PowerPoint
- Sound analytical skills
- Excellent interpersonal skills