

Account Executive

Armstrong Partnership LP is a full-service, results-driven marketing agency that values enthusiasm, entrepreneurship, integrity, creativity and collaboration. If you're ready to roll up your sleeves and rev up your brain in an easy-going but hard-working environment, this might be the job for you.

Reports to: Group Account Director

Works with: Cross-functional teams

The Account Executive is an important link between the client and the agency. They are responsible for managing administrative and organizational work, understanding our clients' goals, and identifying key next steps. The Account Executive is responsible for daily client contact for executional details for their assigned projects and campaigns.

What you will need to do:

- Ensure that all executional client requests are met in a timely and service-oriented manner
- Work with internal stakeholders and resource managers, with support from the account supervisor or manager, to help manage and execute projects and campaigns
- Develop project timelines and workback schedules
- Provide support in the development of client budgets, reconciliations, and monthly invoice preparation
- Assist in building presentations and marketing assets
- Participate in weekly status meetings and complete agendas, contact reports, and meeting notes
- Build relationships with internal teams, including creative, digital, strategy, studio, and production
- Foster strong relationships with client teams
- Remain current on all aspects of client marketing trends and other areas affecting clients' business
- Perform any other duties assigned by the senior account team

What you will need to have:

- Minimum 2 years of experience in an account management role in an agency
- A post-secondary degree or diploma in marketing is preferred
- Experience managing projects
- Excellent written and verbal communication skills
- Proven success building strong working relationships
- High standard of professionalism and business ethics
- Ability to juggle multiple priorities
- High degree of organization and attention to detail
- Strong problem solving skills
- Ability to work independently and collaboratively

Armstrong Partnership LP is an equal opportunity employer. Accommodation is available for applicants selected for an interview.