

Account Executive – Purchase, New York

Armstrong Partnership 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: Account Supervisor

Works with: Cross-functional teams

Position overview:

You have a keen eye for detail. You are a go-getter. Best of all, your head is always in the game.

We are looking for a detail-oriented superstar who can ensure flawless execution of our client's projects from start to finish. Experience managing a project is a must.

You will need to be able to instill a high level of confidence and a strong working rapport with clients and internal stakeholders to be successful in this position. In short, you can totally deliver.

What you will need to do:

- Ensure the flawless execution of a client project by providing superior support and ongoing communications on all aspects of the project.
- Manage projects from start to finish, earning the confidence of and developing strong working rapport with Clients and other internal Agency team members.
- Develop a complete and accurate timeline for each client project using program and execution details.
- Act as the internal liaison between the Creative team and Account Group to ensure alignment with overall plan and any changes as they occur.
- Assist Account Supervisor with set up, break down and execution on client internal events.
- Keep stakeholders up to date on agreed to revisions to the critical path through ongoing communications internally and to the client.
- Provide exceptional service, same day response to inquiries and appropriate follow-up and follow-through on all commitments.
- Ensure all projects are delivered using approved processes and protocols.
- Must be comfortable with in person client interaction.
- Ensure changes to projects are completed on time and proofread for overall accuracy versus request.
- Ensure appropriate sign offs are secured internally and with the client.
- Manage all project financials including client estimates, reconciliation and billing.
- Be an example of the agency's superior Account Service standards.

What you will need to have:

- Minimum of 2 years at a marketing services agency or studio
- Advanced skills in Excel, Word and PowerPoint
- Bachelors Degree

What you will need to have:

- Excellent organization and time management skills
- Meticulous eye for detail to ensure flawless delivery
- Team player
- Exceptional communication skills, written and verbal
- Strong interpersonal skills
- Hardworking and flexible

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