

## **Job Description**

### **Assistant Account Executive**

**Type of Work:** Full-time

**Company URL:** <http://www.cannonballagency.com>

Assistant Account Executives at Cannonball manage tactical projects independently and have a base level of interaction with the client. They work to develop project-relevant insights from information and research and to understand the more strategic, big picture of the work.

ALL Cannonball Account Service positions demand:

- Exceptional communication abilities, both written and verbal
- Both independent and team work
- Self-motivation and a willingness to always be learning more
- An entrepreneurial spirit
- Resourcefulness
- Being service oriented
- Dependability
- Discipline and drive to stay on time and on budget
- Solid proofreading skills
- Comfort in a fast-paced environment, with the ability to multi-task
- Flexibility in handling a wide range of tasks and duties
- High organization with an attention to detail, while keeping in mind the big picture
- Current computer, software and technology knowledge
- A creative mind
- Passion for great creative work and the patience to nurture its development
- Willingness to jump right in wherever needed in the agency.... Cannonball!

#### **Summary of essential job functions**

- Draft agency briefs to ensure work is on strategy
- Manage project timelines to ensure that deliverables meet client deadlines
- Review and route creative elements through internal approval process
- Write proposals, conference reports, status reports, and client correspondence
- Participate in creative ideation sessions and other planning meetings
- Prepare billing and estimates for client P&Ls
- Research and compile information for projects and presentations
- Manage vendor contacts
- Continue to strengthen writing skills and familiarity with agency briefs, presentations, etc.
- Keep senior management in the loop by securing internal feedback on creative elements, white paper plans and project work flow
- Gain thorough understanding of the agency, its structure and its functions
- Foster further understanding of client's business and competition
- Help manage work flow of intern, if applicable

#### **Minimum requirements**

- Bachelor's Degree in Business, Journalism, Advertising, Communications or Marketing
- 2+ years experience in an account service/ role at an advertising, marketing or public relations agency
- Demonstration of solid oral and written communication skills, including the ability to present information to a client in a clear and concise manner

Willingness to learn all relevant areas of the business and think outside the parameters of the normal project guidelines.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Cannonball provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

TO APPLY: Please email your resume to Kris Hoelscher, HR Manager at [kris.hoelscher@cannonballagency.com](mailto:kris.hoelscher@cannonballagency.com)