Account Executive

MonkeyTag is looking for a solutions-oriented, upbeat and energetic Account Executive (2-3 years of agency experience) to work in our fast paced agency environment. As an integral part of the MonkeyTag team, the Account Executive is responsible for managing and maintaining a strong relationship between the client and agency. In addition, the Account Executive will serve as the client's main point of contact for all internal and external communication associated with a project.

JOB REQUIREMENTS

Account Management

Acts as conduit between client and creative team while providing information and feedback regarding needs and expectations Must understand marketing objectives and can identify project deliverables and milestones for the creative team (i.e. kickoff date, objectives, timelines, etc.)

Capable of managing multiple projects at once

Responds to client requests and concerns in a timely manner

Helps to ensure clear communication with client regarding work necessary to complete project objectives

Follows MonkeyTag job processes so as to ensure project timelines and details are flawlessly executed

Finds opportunities to add value by thinking up great ideas and presenting to client in a compelling way

Conducts financial management practices including estimating time, costs and cost-to-date tracking for each project

Communicates budget modifications and risks to client on a proactive basis

Ensures creative team receives all necessary information and action items while delivering schedules in an organized fashion

Updates project milestones and status information daily to keep plans current and accurate

Brings errors/issues to the immediate attention of the Senior Account Executive or Account Director

Team Management

Identifies and introduces new ideas and/or solutions to create efficient systems for internal and external teams
Forms strong working relationships within teams by ensuring they receive all information, action items and delivery schedules in an organized fashion to facilitate the execution and delivery of work

Ability to identify necessary resources for new projects and what level of involvement should be utilized

Contributes any new projects, ideas and industry trends that might be a good fit for the agency

Supports leadership with special projects on an as-needed basis

Completely and accurately records timesheet, expenses and various other defined processes

Assists with training and development of AE's and Jr. AE's

Must be willing to work after hours (on occasion) to assist with creative changes/client approvals

SKILLS & QUALIFICATIONS

Must have at least 2-3 years marketing agency account experience

Must have a client service mentality; a genuine desire to serve the client

Excellent interpersonal, written and verbal communication skills

Strong presentation skills

A self-starter who works independently, is highly motivated and goal oriented

Excels in a fast-paced, changing environment

Energetic, innovative and flexible

Demonstrates sound judgment regarding professional image and approach

Can manage multiple projects and timelines with a sense of urgency and follow-through

Strong organizational, analytical and decision-making skills

Excels working in a close, team environment

A problem solver that can provide effective solutions

Prior work experience managing budgets and financial information a plus

Event or Experiential Marketing experience a plus

Bachelor degree in Marketing or Advertising preferred

COMPANY DESCRIPTION

MonkeyTag is a fast growing, full-service creative agency located in the West End District of Downtown Dallas. We provide our clients a wealth of expertise and services that include branding, strategy, creative and design, experiential, apps, web, sizzle videos, print collateral, in-store merchandising and promotional items.

Due to client demand, MonkeyTag is currently looking to hire an Account Executive to help manage our increasing workload. Ideal candidates should have 2-3 years of agency experience that includes client and project management. This is a full-time position with benefits.

HOW TO APPLY

Email us your resume, portfolio and cover letter to jobs@monkeytag.com.

