



TITLE: **Advertising Account Executive/Project Manager (Agency Side)**

TYPE OF POSITION: Contract to Hire • LOCATION: Scottsdale, AZ • PAY: DOE

SIX DEGREES 8040 East Gelding Drive Scottsdale, AZ 85260 480 627 9850 six-degrees.com

JOB DESCRIPTION:

Advertising and sensory brand-building agency in Scottsdale, Arizona, serving global Fortune 500 clients, is seeking an experienced Advertising Account Executive to support its growing client needs. This is not a sales position. The Account Executive will report to the Director of Research & Strategy with the primary role of managing the day-to-day Account Service functions of assigned account(s). This individual will also support other members of the team with needs they have in servicing accounts.

Responsibilities include:

- Proactively tracking and managing client projects to ensure they are completed correctly, on time and within budget
- Managing communication with client and clearly communicating client requests using tracking software; carefully reviewing and confirming that detailed changes were completed as requested
- Issuing of weekly status reports, timelines and other reporting tools
- Writing and distributing conference reports and creative briefs
- Corresponding and updating clients on a regular basis
- Assisting other Account team members in daily tasks as requested
- Conducting research on prospective clients, industries and issues as needed
- Working with external providers such as research recruiting partners

REQUIREMENTS:

- Minimum education of Bachelor's Degree in Marketing, Advertising, or closely related discipline
- Minimum of 5 years in account service in an advertising agency
- Highly organized and able to effectively handle multiple tasks, many details and demands simultaneously
- Professional, assertive manner and ability to instill confidence in and lead clients
- Demonstrated ability to translate conceptual ideas and complex client feedback into coherent and actionable creative requests
- Strong written and oral communications skills and ability to comprehend technical products
- Keen eye for details, many of a technical nature
- Strong leadership skills with the ability to keep both internal and external team members on task
- Strong computer skills: Adobe Acrobat, MS Word, Excel, PowerPoint, Clients & Profits a plus
- Experience working on healthcare, medical device, pharmaceutical or other technical accounts is strongly preferred. Experience working on B2B and national accounts a plus.
- Experience in or understanding of market research methods a plus

ABOUT SIX DEGREES

Six Degrees offers a unique working environment; it is fun, modern, highly creative and challenging. We provide excellent benefits and growth opportunities. If you meet all the above requirements, please apply for this job by sending your resume to HR@six-degrees.com. No phone calls please.