



TITLE: Sr. Advertising Account Executive (Agency Side)

TYPE OF POSITION: Full Time • 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 Sr. Advertising Account Executive to support its growing client needs. This is not a sales position. The Sr. Account Executive will work as a member of the Account Service Team and report to the Director of Strategy & Research with the primary role of managing the Account Service functions of assigned account(s) as well as supporting members of the team in servicing brand strategy and advertising accounts. Responsibilities include:

- Managing communication with client and clearly communicating client requests using tracking (workflow) software; carefully reviewing and confirming that detailed changes were completed as requested
- Proactively tracking and managing client projects across to ensure they are completed correctly, on time and within budget
- Issuing status reports, timelines and other reporting tools
- Working closely with strategy team on research and brand strategy development and PowerPoint reports and presentations
- 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 suppliers

REQUIREMENTS:

- Minimum education of Bachelor's Degree in Marketing, Advertising, or closely related discipline
- Minimum of 5 years in account service in an advertising or branding 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

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.