

BooneOakley is looking for a Sr. Account Executive who shares our passion for work that gets noticed, talked about and shared. We are a bold, innovative creative agency that has been doing disruptive work for over 20 years.

The Sr. Account Executive is responsible for all day-to-day details of the account. Must enjoy being in meetings with Labrador Retrievers and slightly overweight French Bulldogs.

Responsibilities:

- Participates in creation of strategic creative briefs and briefs creative teams.
- Enables the development and selling of big ideas to clients.
- Initiates and manages all work within the agency and makes sure deadlines are met.
- Participates in strategic planning.
- Monitor and analyze results of all activities.
- Handles billing and manages budgets.
- Expert on the client's business.
- Be the client's brand ambassador within the agency.
- Build and maintain a strong relationship with the client.
- Initiates ideas and procedures to further our client's business and their ongoing relationship with BooneOakley.
- Gives belly scratches to office canines, daily.
- Works closely with digital strategist in development of strategies and execution of digital/social media campaigns.
- Works with creative, production and media in an effective and productive way.
- Constant student of advertising and new media, but not braggy about it.

Requirements:

- Must have 3-5 years account management experience in marketing.
- Excellent organization skills and ability to multi-task in a fast-paced environment.
- Understanding of what makes great creative and assists in selling it.
- Effective verbal and written communication skills.
- Strong interpersonal skills—ability to develop strong relationships with clients and co-workers.
- Pro-active in preventing problems and solution-oriented when problems arise.
- Strong understanding of creative, digital/social, media and production functions.
- Embrace and live the agency mission: make it f*cking happen.
- Passionate about your job and about outstanding, memorable advertising and communications.
- Able to travel if needed.