



SIX DEGREES

8040 East Gelding Drive

Scottsdale, AZ 85260

480 627 9850

six-degrees.com

TITLE: **Advertising Account Executive (Agency Side)**

TYPE OF POSITION: Full time • LOCATION: Scottsdale, AZ

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 work as a member of the Account Service Team and report to an Account Director on a large client account. The AE will also work closely with Six Degrees' creative and production teams. This individual's primary role is to work with an Account Director to manage the day-to-day Account Service of assigned account(s) as well as support other members of the team with needs they have in servicing accounts. Responsibilities include:

- Managing communication with client and clearly communicating client requests using tracking (workflow) software; carefully reviewing/proofing and confirming that detailed changes were completed as requested
- Support management and tracking of client projects across assigned accounts to ensure consistency of production process and that deadlines and internal budgets are met
- Facilitate production schedules in conjunction with Senior Traffic Manager
- 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
- Help with conducting research on prospective clients, industries and issues as needed

Requirements:

- Minimum education of Bachelor's Degree in Marketing, Advertising, or closely related discipline
- Minimum of 3 years in account service in an advertising agency
- Highly organized and able to effectively handle multiple tasks, many details and demands simultaneously. If details are not your strength, this is not the right position for you.
- Professional, assertive manner and ability to instill confidence in and lead clients
- Willingness to support other account executives, traffic, production and creative as the needs arise in real time
- 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
- Strong client service mindset
- Keen eye for details, many of a technical nature; must be excellent at proofing
- Strong leadership skills with the ability to keep both internal and external team members on task
- Strong computer skills: MS Word, Excel, PowerPoint. (Clients & Profits a plus)
- Ability/willingness come in early or stay late, as the need arises
- A flexible attitude with the ability work hard and have fun at the same time
- Experience working on healthcare, medical device, pharmaceutical or other technical accounts is strongly preferred. Experience working on B2B and national accounts a plus.

Salary \$50,000-\$60,000 DOE

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, or faxing to 480.627.9851. No phone calls please.

ABOUT SIX DEGREES

Located in the heart of the Scottsdale Airpark, Six Degrees was purpose-built in 1999 to apply a better approach in building more successful brands. Combining psychology-based tools and techniques with sensory branding methods, Six Degrees developed its signature approach to helping businesses create real and lasting impacts for their brands. "Psycho-Sensory Brand-Building," our one-of-a-kind approach and philosophy, permeates the agency and inspires our people to find solutions for some of today's fastest moving brands.

Six Degrees has a unique and creative work environment, provides excellent benefits, and growth opportunities. No relocation package is available. If you meet all of these requirements, please apply for this job by sending your resume to HR@6dgs.com or fax to (480) 627-9851. No phone calls, please.