

Account Executive

Where some see obstacles, we see opportunities.

The word "limited" is not in our vocabulary.

Never been done before? That's where we excel.

We're Rebel River Creative, a full-service creative agency based in Billings.

With a growing number of A-List clients, our small team of designers, marketing strategists and communication experts is expanding.

We're searching for a strong Account Executive with a passion for people and strong writing skills to join our Agency.

Experience at a high-level is essential, as is the ability to deftly manage multiple projects.

The Account Executive is a vital role at Rebel River Creative in ensuring successful relationships with the client. The AE works closely with both the client and the Agency teams to manage day-to-day operations and develop marketing plans that meet and exceed the clients' objectives. The AE has a deep understanding of its clients' brand, business, industry and competition and helps to manage the overall strategic direction and agency relationship with the account. The AE also has a deep understanding of the Agency's capabilities and successfully matches the Agency's services to best accomplish the clients' objectives.

What does an AE do?

- Participate in brainstorming and contribute innovative ideas for new business pitches and presentations.
- Support the Agency's mission and vision of creating meaningful work that makes a huge impact and brings a powerful voice to brands.
- Maintain a thorough understanding of the agency's capabilities, services, resources and processes.
- Develop, implement and lead client marketing and advertising plans that are in alignment with clients' brand, strategy and objectives.
- Schedule and conduct new client onboarding meetings to establish/learn expectations, requirements, processes, and such to establish a firm foundation for a successful relationship with client.
- Work closely and cooperatively with the team to deliver services on target, on time, on budget and in accordance with Agency workflow.
- Drive highest possible quality control in all Agency services and deliverables.
- Prevent or quickly and effectively solve problems.
- Communicate with clients for approvals, feedback, revisions, etc. to keep projects on schedule; relay information to internal teams quickly and thoroughly.
- Provide the highest level of customer support in a proactive, positive and productive manner.

- Develop and maintain a successful relationship with clients. Be available, be responsive, be accountable, communicate thoroughly and frequently, and be responsible. Know clients' brand, business, industry, and competition. Be a valued, knowledgeable, and trusted resource to clients.
- Proactively sell thinking, creative, strategy, and new work/projects to clients.
- Represent Rebel River Creative in a professional manner at all times.
- Assist with Agency new business efforts as requested.
- Always go above and beyond expectations.

Does this sound interesting? We want to hire someone who is

- Proven:** You have a Bachelor's degree & 4-5 years experience in a client-facing account management role across digital media, marketing or digital sales with 3+ years in delivering exceptional customer experience.
- Polished:** You will have significant exposure to customers and industry partners alike. As such, you must project the professional image of the company both internally and externally. You are an effective communicator and ensure all communication, both external and internal, reflects the company culture.
- Dedicated:** You can reject setbacks and enthusiastically persist until ambitious goals are achieved. You are resourceful and innovative at tackling complex challenges in a timely matter.
- Strategic:** You are a strong, analytical problem solver with a common sense and practical solutions orientation.
- Communicative:** You keep others in the company informed and up to date on your priorities, current tasks and work completed. You are consistently looking for ways to improve yourself professionally and you encourage constructive criticism of your work. Excellent writing skills are a must!
- Accountable:** Candidate should be a results-oriented team player who leads by example, holds self-accountable for performance, takes absolute ownership, and champions all aspects of customer and Agency relationships.
- Customer Orientated:** Candidate will demonstrate passionate commitment to the customer and to product quality. Champions the product and the customer's needs and implements a model of continuous improvement in both company goals and project-related task.

What qualifications are we looking for?

- Minimum of 3 years of relevant experience managing marketing projects and budgets
- BA/BS degree in relevant field of study
- Proficient in project planning, brand management and overall marketing theory
- Excellent writing ability with strong review and editing skills
- Ability to perform research and summarize clearly and succinctly
- Able to manage multiple projects at the same time with an organized and methodical approach
- Able to focus teams and brief on assignments and expectations
- Experienced problem solver and successful in leading a team to desired outcome
- Excellent oral and written communication skills

- Self-motivated, quick and assertive
- Able to stay cool, calm, collected and collaborative in any situation

Salary: \$60-\$65K

Benefits:

- Paid Time Off (PTO)
- Paid Holidays
- 401K Retirement Plan

Only at Rebel River... we offer a few more perks from paid parking to a Don Draper Drink Cart. Check us out to learn more.