

# Senior Account Executive

Account – Cincinnati, Ohio

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**DESCRIPTION OF POSITION:** The Senior Account Executive will be responsible for managing day-to-day projects across small to large project types across specific Client Programs. This role works to support the Account team and is extremely well versed in the client's business including the client's goals, objectives and opportunities. Proactive relationship management is key to the success for this role. He/she will be responsible to assist the Account Supervisor in helping to build, grow and lead the department and particularly direct reports by example. Strong leadership skills are a must. Developing mentorship and delegation skills are needed. This position is responsible for communicating proactively with Account Supervisor to help bring new opportunities that align with client goals outside of the existing scope of work.

Strong leadership skills and a thirst for continuous improvement in a creative environment is critical. The ability to create strong trusting relationships across all functions and levels will be a key contributing success factor.

**PRIMARY RESPONSIBILITIES AND FUNCTION:**

- Work with Account Supervisor to manage workload against client scope, with an eye towards identifying and proposing organic growth opportunities beyond existing scope.
- Build relationships internally and externally through strong interpersonal skills.
- Customize and adapt communications style and work approach to different types and levels of client contacts based on deep knowledge of their personal and work style.
- Work with Program Management to apply the process to solve problems and meet client objectives.
- Balance thinking through solutions while respecting scope and prioritization of initiatives.
- Ensure flawless delivery that meets client expectations, goals and success factors that align with the bigger picture of success for the client.
- Communicate in both verbal and written format with clarity and confidence.
- Strong attention to detail and ability to be buttoned up for clients and the internal team.
- Solve problems and work under high-pressure deadline driven environment while maintaining balance and business maturity.
- Show a desire to mentor and educate more junior team members in their career development.

**EDUCATION/QUALIFICATIONS:**

- BA/BS required
- 5-9 years in Creative Environment (agency preferred)