



JUNIOR CLIENT SERVICE ACCOUNT EXECUTIVE

Job Description:

Reed & Associates Marketing INC. (R&A) is looking for a driven and dynamic professional to join the ranks of our Client Services department. By serving as a liaison between internal departments and our clients, you'll be able to apply your diverse passions and talents in a hardworking and fun environment, while helping to grow and expand our existing client base nationwide. If you're a team player who's ready to make an impact at a high-performing local agency, we can't wait to see your resume.

Responsibilities:

- Work alongside client service team members and assist in the development and management of client campaigns
- Carry out administrative activities in support of the department and our valued clients
- Assist in the development and management of impactful creative assets
- Develop and understanding of media planning and its role in marketing
- Focus on performance-based goals and reporting to help the department optimize client campaigns
- Collaborate with departmental colleagues to ensure strategic initiatives and targets are achieved
- Support the department in maintaining and growing existing client relationships and the pursuit of new clients
- Establish a strong understanding of Reed & Associates Marketing core competencies and brand

Desired Skills and Experience:

- Minimum of 2+ years client service experience
- Comfortable with a fast-paced agency culture
- Marketing and/or media industry background
- Familiar with market research and ability to analyze data
- Must be detail oriented, possess a strong work ethic, be willing to learn and have a desire to succeed
- Confident with a track record of success in managing clients and partnerships
- Self-motivated team player with a proven ability to work with individual and team goals
- Excellent verbal, written and presentation skills
- Proficient in Microsoft Office
- Bachelor's Degree preferred

About Reed & Associates Marketing:

Started in 2008, Reed & Associates Marketing (R&A), headquartered in Norfolk, Va., is a national marketing agency that specializes in advertising, media buying, public relations, social media and more. R&A a client-centric group of marketing professionals focused on strategic performance-based analysis. With a healthy mix of seasoned advertising professionals coupled with young and emerging talent, the office environment lends itself to being one of openness, camaraderie and collaboration. The carefully-cultivated R&A team has completed work locally, regionally and nationally for more than 30 clients around the country. The company supports corporate social responsibility by fundraising, volunteering and partnering with various local and national non-profits. As a result of our commitment to philanthropy, R&A was named a recipient of a 2014 Corporate VOLUNTEER Excellence Award.

For more information, please visit ReedandAssociatesMarketing.com.

Qualified candidates please apply to Jobs@ReedandAssociatesMarketing.com