

Creative Marketing Agency Seeks Junior Account Executive

BBR, an award-winning Louisiana creative marketing agency, is seeking a full-time Junior Account Executive (Jr. AE). The Jr. AE role is crucial to BBR client partners' success – ensuring marketing initiatives are developed and executed within the agency on behalf of client partners. Ultimately, a Junior Account Executive at BBR works alongside Senior AEs to support existing accounts, with the ability to own and lead their own accounts.

The position demands an energetic, go-getting self-starter who understands marketing. The Jr. AE must be personable, professional, detail-oriented, well-organized, deadline-driven and budget-conscious, and have excellent written and verbal communication skills. Strong team-player skills are a must, as is the ability to manage multiple clients concurrently in a fast-paced environment.

The Jr. AE is most successful when supporting and leading accounts, driving the success of the client's business while developing and honing their planning and strategy skills. Success is measured by partner satisfaction and retention and the Jr. AE's own professional development. The Junior Account Executive reports directly to the Account Service Director.

Job Duties & Responsibilities:

- Manage and strengthen new and existing client partner relationships by serving as liaison between the client and agency
- Manage client communication and coordination on various projects and ongoing retainer services
- Intake new project requests from existing clients, supporting with the development and presentation of proposed project plans and scopes of work
- Gather and assemble background information for the development of project briefs for each project
- Work with project managers to ensure budgets and timelines are met, communicating key issues to the Senior Account Executive, Account Service Director and client partner as needed
- Ensure that partner's graphic and branding standards are met in all agency-generated work
- Review and approve creative, production materials, copy and layouts before sending to the partner, coordinating approval or revisions according to feedback
- Assist with development and delivery of presentations and reports for clients
- Maintain client files for projects in current development
- Participate in monthly Account Service Team meetings, weekly staff meetings and other internal and external meetings as requested

Requirements:

- Bachelor's Degree in Marketing, Advertising, Communications, Public Relations or other related field
- Mac proficient
- Competency in Microsoft Office (Word, Excel, PowerPoint) and/or Google Suite (Docs/Sheets/Slides, Drive, Mail, Calendar)
- Must be located in Lafayette, LA or Baton Rouge, LA

Skills and Qualifications:

- Experience working in an advertising or marketing agency considered a strong plus
- Excellent interpersonal skills, both verbal and written
- Superior organizational skills with diligent and detailed-oriented nature
- Strategic mindset and strong problem-solving abilities

To apply for the BBR Junior Account Executive position, please send resumes to bwheeler@bbrcreative.com. Please put "Junior Account Executive" in the subject line and provide two references. Only candidates with relevant marketing or advertising experience will be considered. No calls, please. Applicants selected for further consideration will be contacted directly for an interview.