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Job Bank Form

LM&O

Job Title

Assistant Account Executive

Position Location

Arlington, VA

Position Type

Full Time

Position Reports to

Account Management Department

Position Description

LM&O Advertising, a fast-growing, Arlington, VA-based advertising agency, has an exciting opportunity for an **organized, multi-tasking, Assistant Account Executive** in our **Account Management** department. Managing many projects at once and keeping projects on schedule is the main priority of the Account Executive. In order for the programs to continue growing in scope and efficiency, we require additional support in our account management department.

Reports to: Sr. Account Executive

Job Titles Supervised: Account Coordinator

Job Purpose: Manage the implementation of the Client's marketing plans/communications strategy through individual projects.

The ideal candidate will have 1-3 years experience within a marketing department.

Qualifications

Responsibilities Include:

Assistant Account Executive

LM&O Advertising, a fast-growing Arlington, VA-based advertising agency, has an exciting opportunity for an enthusiastic, detail-oriented individual to work as an Assistant Account Executive in our Account Management Department.



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Managing many projects at once and keeping projects on schedule is the main priority of the Assistant Account Executive/Account Executive. In order for the programs to continue growing in scope and efficiency, we require additional support in our account management department.

We will only consider candidates with **1-3 years experience** as a full-time employee in an advertising agency account management department, client side marketing/advertising department or a related field.

Responsibilities include:

- Being the day-to-day contact for assigned client(s).
- Gathering and assembling background information and analysis as needed by Account Management in development of reports, plans and strategies.
- Providing daily assistance to Sr. Account Executive, including some administrative tasks, monitoring production/creative deadlines, media placements, etc. to insure continued client support.
- Providing input during brainstorming sessions for new ideas and development of client strategies.
- Planning and following through with project details for clients.
- Assisting with all mailings, word processing of agendas, conference reports, status reports, proposals, correspondence and other materials relating to account management.
- Handling and maintaining files on all client activities, competitors and industry.
- Proofreading copy, artwork, layouts and mechanicals -- sees that all work completes the standard approval process before being reviewed by clients and turned over to suppliers by Production.

How to Apply

Interested candidates please e-mail your resume to humanresources@lmo.com. No phone calls please. LM&O is a member of the AAAA and an equal opportunity employer.

Interested candidates please e-mail your resume to AEhuman.resources@lmo.com.

No phone calls please. LM&O is a member of the 4A's and is an equal opportunity employer.