



INTEGRATED MARKETING SERVICES

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Position Overview **Jr. Account Executive**

The Company: INtegrated Marketing Services ("IN") is a full service marketing and promotions agency that delivers strategically designed and flawlessly executed customer marketing and consumer promotion programs. IN is looking for quality candidates for a Sr Account Executive position with one of our top clients in. If you have a passion for developing exciting shopper marketing promotions, a strong client service mentality and a desire to lead clients in strategic planning, this may be the opportunity for you.

We are a division of Advantage Sales and Marketing, one of the country's leading sales and marketing agencies specializing in outsourced sales, merchandising, category management, and marketing services to manufacturers, suppliers, and producers of food products and consumer packaged goods.

The Position: The Jr. Account Executive provides support of program management throughout the promotional planning and execution process. A successful Jr. AE will be responsible to assist other agency team members with project execution, budget management and post program analysis of promotional programs on behalf of the client. Results will be obtained through effective communication and superior follow-up with internal agency departments and/or client and other third party vendor contacts.

Primary Job Responsibilities

Personal Accountability

- Perform project management duties including: program tracking, timeline development and management, budget management and reconciliation, post-promotional analyses, and internal and external reporting
- Develop effective internal relationships to facilitate communication and execution with internal departments to ensure that client deliverables are successfully achieved
- Other related duties as assigned

Cross-Functional Accountability

- Support agency partners with coordination of deliverables and updates
- Communicate and interact effectively with agency team members in all departments and/or clients to deliver timely information and reports
- Other related duties as assigned

Required Qualifications – Jr. Account Executive

- Bachelors degree in Marketing required; consumer products, brand or agency experience a plus
- Self-starter who is able to effectively handle multiple tasks and projects simultaneously
- Strong organization and problem solving skills
- Excellent written and verbal communication skills
- Team player with a positive attitude
- Superior attention to detail
- Flexible and adaptable to change
- Proficient in MS Word, Outlook, Excel, PowerPoint

This is a list of the major responsibilities and duties required of the position and may not be all-inclusive.

For immediate and confidential consideration please contact:

Laurie Henderson

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Principals only please

Advantage Sales and Marketing, LLC is an Equal Opportunity Employer and values workplace diversity.