



Account Executive

Position Overview

Our client, **Icon Commerce**, located in the heart of the **Covington Art District**, is a strategy, marketing, and advertising agency that combines the expertise in omnichannel marketing, brand communication, and the customer journey to lead brands into the rapidly evolving world of commerce. They are creative, fun, smart, and hardworking. They love what they do and are growing like crazy.

They are looking for an **Account Executive** to join their team. This role is the liaison between the client and creative team. They will manage budgets, ensure adherence to brand guidelines and help deliver projects to clients on time. The **Account Executive** will support Icon's overall business strategy by performing day-to-day project and account responsibilities in a fast-paced, collaborative environment.

If you have a passion for client management and thrive in a fast-paced team environment that values collaboration, let's chat!

Key Responsibilities

- Ability to drive multiple streams of work concurrently while meeting deadlines and maintaining proper documentation.
- Provide excellent communication to internal team and clients and assist with creative brief development, execution, and follow up
- Attend internal cross-functional project meetings and external client status and planning meetings
- Support the develop estimates and scopes by engaging across disciplines regarding client deliverables, with supervisor input and approval
- Update and maintain client status reports, including objectives, deadlines, and budgets
- Identify opportunities to gain efficiencies and streamline agency and/or client work and processes.
- Contributes to the account strategy with SAE, ACSD, strategy and creative team as well as presentations
- Assists with budget forecasting for their projects

Requirements

- BA degree in Marketing or related field
- Proficient in MS Office (Outlook, Word, Excel, and PowerPoint)
- 3 years' experience preferred
- Occasional travel may be required

Desired Attributes

- Proven track record of project and client management
- Excellent interpersonal and client relationship skills
- Strong attention to detail and able to prioritize tasks and manage time effectively
- Strong written and verbal communication skills
- Superior problem-solving and multitasking skills

- Confident, curious, self-starter, and thrives in a complex, fast-paced environment

Benefits & How to Apply

Icon Commerce offers competitive pay, 401K matching, Bonus programs, PTO, Paid Holidays, Health Insurance, Vision & Dental.

A Slice of HR is working with this client on a retained search basis. If you meet the qualifications and want to join this team of talented individuals, please send your resume to allie@asliceofhr.com.