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# Example of Account Assistant Job Description

Our growing company is looking to fill the role of account assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for account assistant

* Identify up-sell opportunities to drive additional revenue beyond original contracted amount
* Develop strong, productive relationships with clients and agencies
* Handle various billing requests (BAT/CAT)
* Work with the Advertising Operations team to ensure proper campaign trafficking
* Lead trafficking process
* Review and process all dealer AdBuilder orders in a timely manner
* Work with agency partners to upload new creative to AdBuilder
* Weekly contact with Regional Marketing clients
* Responsible for opening jobs
* Create competitive portfolio and analyzes full competitive landscape

## Qualifications for account assistant

* High degree of enthusiasm and energy essential
* Must have 1-2 years of experience working in an agency or corporate role or relevant internships with experience/interest in nutrition, food and/or healthcare industries strongly preferred
* Able to commit full-time from end Sep 2015 - end Jan 2016
* Familiar with Oracle is a plus
* Ability to manage assignments, anticipate needs, and meet deadlines without hands-on supervision
* Bachelor’s degree and some relevant professional or intern experience