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# Example of Assistant Account Executive Job Description

Our company is looking for an assistant account executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant account executive

* External to Agency – the AAE has daily contact with publications regarding materials running during media schedules
* Collaborating with the AE and Sr
* Execute project management functions through the utilization of project workbooks, suite of project management forms and documentation, Microsoft Project, for program scheduling
* Provide support to Account Executive and/or Sales Director
* Maintain and review final selling analysis for all Specialty Store accounts
* Learns to work within the agency processes and systems
* Interface with production, traffic and creative departments ensuring successful completion of all projects
* Interact with integrated Agency partners to ensure clear communication of deliverables and timelines of projects in development
* Prepare estimates and manages projects against agreed upon SOW
* Attend key meetings to stay informed and to become more familiar with brand/marketplace challenges

## Qualifications for assistant account executive

* Solid internship experience and/or one year professional experience is required
* Passionate about engaging the media and influencers with modern storytelling techniques
* Basic knowledge of different types of measurement options
* Pragmatic thinker
* Strong understanding of digital platforms online – from web sites to intranets and mobile, social networks, blogs, vlogs
* Ability to spot reactive news stories develop proactive news angles/stories and other content