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# Example of Client Account Executive Job Description

Our company is growing rapidly and is hiring for a client account executive. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for client account executive

* Develop proposals for services, including timelines, budget (and get them approved)
* Develop, schedule, and participate in client presentation materials
* Plan and track a range of projects by collaborating with creative team members, including strategic partner and traffic manager
* Cold call Global 1000 organizations to attend our clients’ events
* Confirm Sales Appointments for existing client projects
* Increase revenues through renewable business relationships
* Demonstrate more than a passing familiarity with digital marketing best practices, including search optimization and marketing, digital media buying, content marketing, and the use of data to drive strategic decisions
* Act as day-to-day contact for several mid- and senior-level clients, troubleshooting client issues and regularly counseling client on opportunities for growth
* Proactively advise clients on developments within the digital marketing landscape
* Work with senior Assembly account leadership to create proposals, budgets, staffing plans and timelines for client campaigns

## Qualifications for client account executive

* Administrative functions including budget/invoicing management, approvals, internal communication, contract and creative routing
* Excellent writing skills and ability to communicate clearly and professionally is a prerequisite
* Strong verbal and interpersonal skills and attention to detail
* Must be able to travel and work nights, weekends and holidays
* Staffing and support for other account programs on a regular basis
* Support planning and implementation of 20+ events