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# Example of Junior Account Executive Job Description

Our innovative and growing company is hiring for a junior account executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for junior account executive

* Assist Account Executive with managing day to day business in existing accounts
* Manage e-commerce businesses at Walmart & Target
* Participate in related departmental projects
* Present market updates and insight to AEs
* Provide support in the planning and implementation of outdoor campaigns
* Show confidence in presenting to managers and peers
* Keep up to speed on all developments within the OOH market
* Open jobs and assign job numbers
* Follow up on job initiations and action changes
* Maintain an updated file system of all jobs

## Qualifications for junior account executive

* Highly motivated and self-assured
* Sound commercial knowledge of the wholesale fashion RTW and accessories market
* Sales driven with the ability to expand existing business
* Able to identify and develop opportunities
* 1 to 2 years’ experience within either an OOH agency, or full service media agency, preferred
* College internship with exposure to account services