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# Example of Junior Account Executive Job Description

Our innovative and growing company is hiring for a junior account executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for junior account executive

* Work cross functionally with other areas of agency
* Stay abreast of industry trends, business opportunities and best practices
* Set up meetings as directed by AMs, AEs or ADs
* Confirm meeting attendance
* Schedule conference calls, , as needed
* Leverage best-practice strategic communication and marketing collateral via email and phone
* Deliver value proposition to prospective clients by securing phone and onsite meetings
* Lead marketing campaign follow up, outreach and tracking
* Schedule sales meetings and conference calls with prospective clients to achieve weekly and monthly goals
* Coordinate data collection for sales presentations

## Qualifications for junior account executive

* Assist GEMG sales staff who include Leading Brands research in integrated media proposals
* Assist in pipeline management as prospects move through evaluation stages
* Must be proficient in Outlook, Word & Excell as it relates to the Applied / \*TAM System
* 2 years of botique agency expereince required
* Must have commercial lines experience preferably with property & causality different financial insurance products
* Knowledge of the wholesale fashion apparel market