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# Example of Junior Account Executive Job Description

Our innovative and growing company is hiring for a junior account executive. 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 junior account executive

* Manage preparation of all market materials for international markets
* Assist in Trade Shows (Coterie, Intermezzo) and showroom appointments
* Responsible for monthly selling reports to understand sell-through of product and drive reorder business
* Manage all international sample sets
* Work with internal partners to ensure seasonal and ongoing brand direction is managed without error, distributing with clear direction to ensure clear understanding
* Develop seasonal and ongoing brand training collateral to support international accounts and partners
* Market Preparation & Sample Set Management
* Managing a portfolio of growth accounts
* Take ownership of leads
* Maintain the contracts database

## Qualifications for junior account executive

* Intermediate knowledge of data analysis
* Minimum 2-3 years of media experience (print/digital) with a strong desire to work in Ad Sales
* Must be detail-oriented, deadline-focused, independent thinker, team player and strong follow-up skills
* Ability to manage different personalities display confidence and expertise
* A passion for Weight Watchers and it’s missionWe hire only the best people
* Proactive and solution oriented thinker