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# Example of Senior Account Executive Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior 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 senior account executive

* Ability to build and sustain relationships with agency buyers, planners and clients
* Exceptional knowledge of Nielsen ratings and Scarborough information to help achieve our objectives
* Working in an integrated communications environment
* Build strong relationships with all clients at appropriate levels
* Function as the day-to-day contact on accounts
* Set strategic direction and generate new ideas for client programs
* Partner with creative on development of strategic briefs
* Write proposals and make presentations to clients for new programs
* Look for opportunities to grow existing business
* Manage all projects on a daily basis, meet deadlines, ensure project meets original strategy and objectives set at the start of the project

## Qualifications for senior account executive

* Agency category relationships a must (preferably high level decision makers)
* Positive attitude and team players only please
* Ideal candidate has 3+ years of digital, mobile or social technology sales
* Track record of regularly exceeding targets of $10,000 MRR and $1.5 Million+ ARR
* Must have a track record of proactively prospecting and building a new book business
* Retail brand experience a plus