



December 12, 2011

Job Posting

Assistant Account Executive

Description

This is an entry-level position for an Assistant Account Executive (AAE) who will provide project management and administrative support for all agency personnel. The AAE will gain experience in a wide variety of skill sets and disciplines, including job trafficking, workflow management, writing, public relations, and social media. And, just as importantly, this person will provide administrative support to meet the agency's day-to-day needs, including greeting, answering phones, deliveries, maintaining office supplies, and more. This is a great opportunity for an entry-level candidate who wants to see how every part of the agency works, and to learn and grow in a small, busy environment.

Compensation

This is a full-time salaried role that will pay between \$21,000 and \$24,000, depending upon qualifications. This employee will be eligible for corporate benefits, including paid holidays and vacation, 401k, health insurance, and the wellness program.

Responsibilities

The AAE will have two key areas of responsibility:

- A) Administrative support for all agency staff (as described above)
- B) Collaborating with the Account Executive to manage projects and support clients

The AAE will report to our Account Executive, Rebecca Delaney

Required Skills

- Candidates must be enthusiastic to embrace the challenges of dual roles as an administrative support person for the agency and a one-on-one support person for the Account Executive
- Ability to work on multiple projects at the same time
- Strong writing skills
- Ability to work independently, take initiative, and make decisions
- Strong time management and organizational skills
- Ability to thrive within a process-oriented system
- Comfortable working in a small organization
- Familiarity with Microsoft Office Suite on a Mac, in a Mac-only office
- Adobe Creative Suite experience a plus

Interested candidates should email a resume and cover letter to Rebecca Delaney at rebecca@clarkcsm.com no later than Wednesday, December 21st. No phone calls or personal visits, please.

About Clark CSM Marketing Communications

We're a full-service marketing communications firm based in Pittsford, NY. We help our clients define what's unique about their products or services, and we create and use digital and print messaging, ads, websites, social media and other tools to help communicate that message to their audiences.