

Job Title:	Account Executive	Job Category:	Client Services
Location:	On-site in our Whitby office	Date posted:	July 9, 2018
Contact:	Peter Pinfold	Position Type:	Full-time
Applications Accepted By:			
<p>E-mail: peter@mobilexco.com</p> <p>Subject Line: Account Executive</p> <p>Attention: Peter Pinfold</p>			
Job Description			
<p>MOBILEXCO (AKA – THE MOBILE EXPERIENCE COMPANY)</p> <p>MobileXCo is a well-established, fast-growing Whitby-based startup made up of a team of experienced marketing, technology, and agency people. Our platform Tether™, provides B2C marketers with an easy way to build, execute, and measure the performance of their marketing campaigns.</p> <p>Our team is transforming the way businesses connect with consumers by challenging the status quo in marketing industries and applying new technologies in innovative ways, enabling our agency and brand partners to gain valuable insights. Simply put, we “take the guesswork out of marketing”.</p> <p>We have an immediate opening for an energetic, hyper-organized and enthusiastic Account Executive. In this role, you will be expected to manage client service responsibilities with a select group of agency partners. The successful candidate offers sound project management skills and works well with all functional areas of a business. This role is a developmental role, with the long-term goal of becoming an Account Director and/or Client Services Lead.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Develop strong client relationships and demonstrate a thorough understanding of the client’s business needs. • Manage the execution of simultaneous campaigns including managing budgets, timelines, docket, coordination of meetings (internal and client), creative/technical revisions, estimate approvals, and work-back schedules. • Lead and document client and internal meetings at appropriate level. • Liaise with clients and address day-to-day issues at appropriate level. • Participate in the development of campaigns, reviewing all deliverables at every stage. 			

- Monitor the status and progress of each campaign to ensure they are completed on time and in full.
- Coordinate and execute general/miscellaneous requests in the daily running of the account.

EXPERIENCE REQUIRED

- 1-3+ years of related experience.
- Marketing communications and/or promotion agency experience is preferred.
- Work well under pressure and tight timelines, having solid stress management skills.
- Strong project management skills and demonstrable organizational abilities.
- General knowledge of project management and/or communication tools (i.e. Hubspot, Slack, Trello, Monday.com).
- Detail-oriented and 'take ownership' attitude.
- Ability to manage multiple projects concurrently in a fast paced environment.

This is a unique opportunity to work in a rapidly growing, fast-paced startup environment with a seasoned management team. We offer a casual work environment with our head office located in downtown Whitby, Ontario. ↑

If you are highly motivated and looking to take on new challenges, then we would like to hear from you.

Submit a resume and cover letter to peter@mobilexco.com.