

## Account Executive

### Overview:

The Account Executive role is the backbone of Imagine Promotional Group's (IPG) internal team, providing support to their assigned Account Manager and to the company as a whole. Your strong organizational skills, attention to detail and ability to correspond effectively with both external and internal clients (our IPG team members) make you a vital part of the communication and production process. We thrive on your ability to juggle multiple deadlines and handle hiccups with ease.

### Responsibilities:

- Manage all aspects of internal order process, corresponding with vendors, clients and Account Manager and seeing an order through to delivery.
- Display sense of urgency and ability to manage and meet multiple deadlines
- Attend vendor meetings to refresh and grow product knowledge.
- Work with key vendor partners in a respectful way to solve problems that may arise in the production process.
- Proactive communication with both internal and external clients in order to highlight and resolve potential issues before the client or Account Manager is aware.
- Work in depth with Account Manager and internal team to recommend creative solutions for client's promotional products needs.
- Work closely with Account Manager to gain in depth knowledge of their client base.

Attend client meetings with Account Managers when called on to do so.

- Attend industry trade shows.
- Backup/coverage for Senior Account Executive

## Requirements:

- Knowledge of the promotional products industry preferred
- Preferred experience as an Account Executive or in other sales/customer service role
- Problem solving capabilities
- Displays a sense of urgency
- Ability to be proactive
- Ability to sleuth out information on projects
- Ability to work with multiple personalities in a fast paced environment
- Ability to work with people working both in an office and remotely (in different time zones)
- Ability to proactively brainstorm with the team on difficult projects
- Willingness to travel
- Flexibility
- Interest in and knowledge of current retail trends

- Comfort on the phone talking with suppliers
- Professionalism
- Organizational and time management skills
- Display a wide range, and knowledge of, computer skills. Willingness to learn software that may be unfamiliar to you.

Compensation: Commensurate with experience

PT starting at 25 hours a week leading to FT position.