

Account Executive

Company Description

At C|O we change thinking and drive sales by connecting people, passion and food. We're a full-service marketing and communications agency making a difference across the food system—seeds in the ground to entrée on a plate. As an Account Executive you will help solve problems for dynamic clients ranging from scrappy start-ups to global brands that you and your neighbors already know. At C|O we value ideas, collaboration and results. Our culture is positive, flexible and dog friendly. And since we are a 100% employee-owned ESOP, every staff member truly shares in our success.

Position Description

As an Account Executive, you will assist in executing all aspects of client service. You are detail-oriented and budget savvy. As the link between the agency and clients your mission will be to understand your client's goals and anticipate future needs. You will utilize the agency's resources to meet agency and client needs.

What Makes This a Great Opportunity?

- You will be challenged and have an opportunity to grow at a mission-focused agency that is a strategic marketing and communications consultant for leading brands spanning food and agriculture
- Culture of positive core values used to guide interaction with clients and each other
- Continuous learning environment valuing ideas, collaboration and results
- Casual, friendly work environment with flexible work options
- Dogs every day—employees can bring their dogs to work with them any day of the week

Essential Responsibilities

- Work with a cross-functional team to build plans and projects that align with client strategy and budget
- Collaborate with agency teams to brainstorm strategies, tactics and campaign elements—including creative, digital, media and PR—to develop communications plans
- Execute marketing communications initiatives, including but not limited to events, social and digital efforts, sales support, collateral development and other marcomm related activities
- Meet and build relationships with clients to understand their current and future needs
- Learn the client's business and gain an understanding of key issues, competitive situation and industry trends
- Manage multiple projects and clients in a fast-paced environment, consistently meeting deadlines
- Solve problems and negotiate resolutions
- Monitor client budgets and invoicing, address and resolve invoice concerns
- Follow agency process and best practices
- Stay current on new marketing trends and bring new ideas to internal team and client

Experience we are looking for:

- 2 – 5 years of integrated marketing experience
- Understand or have worked in an agency environment
- Exposure to and/or expertise in the food industry
- Strong spoken and written communication skills
- Ability to write tactical plans
- Highly organized with good project and budget management skills
- Professional manner and ability to gain trust and respect of clients and co-workers
- Strong business sense and the ability to make decisions for the benefit of the client and agency
- Advanced MS Word, Excel®, PowerPoint® and Outlook® skills
- Ability to travel occasionally
- Bachelor's Degree required