

**SmartTouch Interactive®**  
**Account Executive at Digital Marketing Agency**

SmartTouch® Interactive is seeking an experienced, highly-driven Account Executive to become a part of our dynamic team. If you are a talented, detail-oriented individual who is in need of a new challenge, that's us. You'll be assigned designated accounts that you'll be in charge of maintaining and growing.

Our company is a real estate digital marketing agency and lead-nurturing CRM/Marketing Automation solution provider. We work predominantly with residential home builders and developers, which can be demanding but also very fulfilling.

The Account Executive ensures that client campaign strategies are implemented in a timely manner and within the set budget - adjusting or redirecting strategies as needed. You'll play a key role in planning, coordinating, directing, and implementing advertising campaigns; support creative and production teams and contractors in developing effective creative deliverables that align with client expectations; selecting, securing, and buying across the most effective media platforms; organizing when and where materials should be placed to ensure consistency in client messaging; and reconciling budgets.

*This is an in-office position so applicants must be based in Austin or willing to commute.*

**Responsibilities:**

- Manage client and agency team expectations, day in and day out, and help clear roadblocks to success.
- Manage the day-to-day execution of effective and timely deliverables within the client's scope of work.
- Develop and manage client communication calendars.
- Take point on weekly/bi-weekly meetings providing clients with status updates on all budget line items.
- Create dependable, organized and clear communications at all levels and through all avenues with both internal and external project stakeholders.
- Work with clients and partners to plan and forecast a set of defined business goals and KPIs.
- Report on overall performance of those business goals, work product, and KPIs.
- Manage multiple clients and partner relationships while supporting the team across multiple initiatives.
- Act as an expert in partners' and clients' products and services, the market and their consumer - displaying a firm understanding of their team's structure, challenges, goals, and objectives.
- As a client point of contact, you'll be responsible for providing a customer experience conducive to growing new business opportunities within existing client accounts.

**Ideal Candidate will have:**

- 3-4 years of relevant advertising and/or marketing experience.
- Bachelor's degree in marketing, advertising, business or related field
- Former agency, big brand, or fast-paced experience.

- Experience working with remote teams a plus.
- Proven ability to drive projects and initiatives from start to finish.
- An unwavering passion for advertising and an unstoppable drive to bring the best work to life.
- Willingness to wear multiple hats and pitch in where needed.
- Ability to collaborate effectively with all levels and functions.
- Ability to travel up to 2 times per quarter.
- Strengths in both IQ and EQ. You are as adept at reading data for insights as you are at reading clients for feedback.
- Real Estate industry experience also a plus.

**SmartTouch® Interactive Culture:**

- We work hard and play hard – this is not a typical 9-6 opportunity.
- Passionate about sports, animals, and loud noises
- We would never be described as faint-of-heart
- We put our team members first – if one person is happy, we're all happy.
- Did we mention sports is life? (only for about half of the office)

\$46,000.00 – \$55,000.00 annual starting salary based on experience. Tremendous career growth potential and management opportunities for someone who is driven and wants to propel their marketing professional career!