

**SmartTouch® Interactive –  
Jr. Account Executive at Digital Marketing Agency**

SmartTouch® Interactive is seeking an experienced, highly-driven Jr. Account Executive with client-facing experience to become a part of our dynamic team. If you are a talented, detail-oriented individual who is looking to sky-rocket your career at an Austin-based agency, we'd love to meet you.

We are 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 Jr. Account Executive will ensure 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 for a small set of clients with ample opportunity for growth. You'll 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; and organizing when and where materials should be placed to ensure consistency in client messaging.

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

**Responsibilities:**

- Management of client and agency team expectations, day in and day out, and help clear roadblocks to success.
- Adhere to strict deadlines on all marketing deliverables and production.
- Juggle multiple projects and clients with on-going attention to detail.
- Manage the execution of effective and timely work products/work orders by updating project statuses in our project management system (Active.Collab)
- 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:**

- 1-2 years of relevant advertising and/or marketing experience.
- 1-2 years of client facing experience.

- Bachelor's degree in marketing, advertising, business or related field
- 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.

**Things that will make you stand out:**

- Former agency, big brand, or fast-paced experience.
- Experience working with remote teams.
- Real Estate industry experience.

**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)

\$36,000.00 – \$45,000.00 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!