



ACCOUNT EXECUTIVE JOB DESCRIPTION

We are currently looking for an experienced Account Executive.

Here are some answers to FAQs you might have.

Single Source is a full service marketing, advertising and promotions company. We are currently looking for an Account Executive with a minimum of three years agency and marketing experience. Here's what you need to work here:

Exceptional “can-do” mentality

It never ceases to happen...clients are amazed at the lengths to which we go to satisfy them. We instinctively do ANY and ALL things that are related to getting the job done. You must have that same inherent mindset.

A customer-focused approach

We are deeply involved in our clients' operations. We don't just handle media buying (which, btw, it is a plus if you have experience in buying radio and newspaper). In addition to typical advertising demands, we are often in the center of organizing and executing promotional and merchandising efforts that are complicated and address multiple client needs.

Solid writing and presentation skills

You will often be called upon to write proposals, presentations, ghostwrite memos for clients, etc. Writing must be concise and effective.

No fear

It is not uncommon for Single Source to be working on a project that is trying to marry together the needs of multiple departments from the same client. Often times each department's needs conflict with one another. As the Account Executive you need to have the courage and finesse to coordinate differing opinions and beliefs in order to keep a project or promotion on schedule. Easy to say, hard to do.

What you can expect in your first three months

We are passionate about doing things the right way...the customer-focused way. It isn't always the easy way either. During these first few months you will be learning the basics of how we execute. This will involve working closely with other Account Executives and various Single Source personnel. The main goal for all Account Executives is to spend a maximum amount of time with our clients...learning from them...taking care of their needs.

Be forewarned

Everyone on our staff takes immense pride in our ability to juggle multiple projects and duties while delivering superior account service and measurable results to our clients. In other words, we work hard.

What Single Source brings to the party

You will be well compensated and learn a great deal. You will also be working side by side with savvy marketers who will share what they know and will be open to learning what you can teach.

Single Source also provides full medical, dental and 401k.

Qualified applicants are encouraged to send a cover e-mail with salary requirements and resume in PDF or Word format to jobs@singlesourcepromo.com with “Account Executive” in the subject header.

Please no phone calls, letters, faxes, couriers, smoke signals or channeling.

Thanks!