

## Advertising Account Executive/Project Manager

Blade is seeking an AE/PM to manage multi-faceted campaigns in online and traditional media.

### About Blade

Blade Creative Branding, founded in 1991, is an innovative agency focused on developing and deploying results-oriented branding and advertising solutions. From strategic insights to breakthrough creative and proactive client service, Blade builds brand communities.

### Team Dynamic

Ideally suited to a self-motivated and experienced professional who likes to work independently but also enjoys collaborating with a motivated team of colleagues. Ours is a fun and focused group, all fully-engaged in the art and science of branding.

The AE/PM works closely with Senior Management to maintain the agency's high standards of strategic insight and tactical implementation across all marketing initiatives.

### The Position

You're looking for a happy place to grow your skills in account service and project management. You think strategically and present your ideas with conviction. You manage time and resources to get the job right the first time. You're savvy about the social media landscape as well as content and search marketing.

### Responsibilities

- Managing accounts and responding to day-to-day project requirements.
- Ongoing Relationship Building with Clients.
- Creative studio management.
- Preparing and managing estimates and docket.
- Developing and monitoring concise Scope of Work proposals, work-back schedules, and budgets.

### Qualifications

- Passion for the art and science of branding & advertising.
- University degree preferred and/or a certificate from an Advertising/Marketing program.
- Minimum 3 to 5 years agency or similar environment experience
- Strong organizational and time management skills.
- Solid understanding of the creative and production processes including SEM, digital advertising, content marketing, social media and media planning/buying.
- Ability to write and communicate effectively
- Proficient in Word, Excel, Power Point and email software.