



## CREATIVE ACCOUNT EXECUTIVE

Do you enjoy client face time as much as you do the creative process.? Are you looking for a marketing role where you can drive strategy and also dive into the details of bringing an idea to life? Do you want to be part of a tight-knit, hard-working, fun-loving team? Can you contribute creatively and collaborate with specialists to build marketing programs that not only look amazing but also generate results?

BrightSpot Creative is seeking a big picture thinker that can also manage the details. We're looking for an account service person that's a creative at heart to join our team.

### Responsibilities:

- Serve as primary point of contact for client accounts. Schedule, direct, and recap meetings.
- Build strong, long-lasting relationships and provide excellent client service.
- Develop a detailed understanding of client industries.
- Create strategic marketing solutions based on client business objectives.
- Direct and collaborate with writers, designers, digital specialists, and other experts as needed to deliver projects on time and within budget.
- Effectively manage project budgets, prioritize production, and meet deadlines.
- Contribute creatively. Collaborate and critique.

### Requirements:

Ideal candidates will have:

- A passion for marketing and communications.
- The highest level of integrity.
- Excellent written and verbal communication skills. Is willing to write, edit, and proofread content.
- An eye for design and basic working knowledge of Adobe Creative Suite and Wordpress.
- The ability to solve problems independently and self-motivate.
- Excellent project management skills and astute attention to detail.
- Practical knowledge of project workflow and production timelines.
- Working knowledge of the print production process.
- A college degree in Marketing, Advertising, Design, Journalism or related field.
- 5+ years of related experience. B2B marketing experience is a plus.

Qualified candidates are invited to submit a cover letter and resume to [amy@hellobrightspot.com](mailto:amy@hellobrightspot.com). While you're at it, tell us: 1) What's your superpower? 2) What's your Enneagram number? 3) What's your greatest accomplishment to date?