

Catalyst Marketing Agency ***Account Executive***

Catalyst Marketing Agency is a fast-growing, marketing agency located in Denver, Colorado. Our purpose is to jolt our clients' creativity.

We're seeking a go-getting Account Executive who enjoys a fun, fast-paced workplace. As an integral member of our dynamic team, the ideal candidate will have a passion for writing, reporting, managing lots of tasks, and building strong client relationships.

Responsibilities:

- Manage, organize and share detailed notes from client and partner meetings
- Coordinate and schedule meetings for clients, teammates, and resources
- Manage client communications and ensure internal teams are in the loop
- Coordinate the planning and execution of marketing activity
- Conduct discovery and research activities to support comprehensive strategies
- Manage multiple vendors and resources
- Keep projects on time and within budget
- Develop campaign reports - weekly, monthly, yearly, and on an ad-hoc basis

Ideal Traits Include:

- 3+ years of agency experience
- Positive, strategic, and solutions-oriented — has the attitude, "I will find a way!" when confronted with an obstacle
- Ability to wear many hats
- Master relationship builder
- A high level of flexibility
- Extremely detail-oriented
- Demonstrated skills in multitasking, time management, organization, and prioritization
- Strong writing skills
- Bonus points for analytics and strategy experience

Medical, vision, and dental benefits are offered, plus a monthly allowance for health and wellness activities provided. Performance-based bonuses are available.

Salary range: \$50,000-\$65,000

Please send a cover letter and resume to julie@catalystmarketing.io. Include the position title in the subject line.