

Assistant Account Executive

Hartland, WI

Company Description

At C|O we change thinking and drive sales by connecting people, passion and food. We're a full-service marketing and communications agency making a difference across the food system—seeds in the ground to entrée on a plate. As an Assistant Account Executive you will help solve problems for dynamic clients ranging from scrappy start-ups to global brands that you and your neighbors already know. At C|O we value ideas, collaboration and results. Our culture is positive, flexible and dog friendly. And since we are a 100% employee-owned ESOP, every staff member truly shares in our success.

Position Description:

You are detail-oriented and efficient. You're personable and able to build trust and confidence in your teammates and clients alike. When it comes to budgets, creative briefs and problem solving, you own it. In your next job, you're looking to work with clients from across the food system. You'll embrace clients' goals like they're your own with passion and insight. You have communications experience, preferably at an agency, and are passionate about building relationships.

What Makes This a Great Opportunity?

- You will be challenged and have an opportunity to grow at a mission-focused agency that is a strategic marketing and communications consultant for leading brands spanning food and agriculture
- Corporate culture of positive core values used to guide interaction with clients and each other
- Continuous learning environment valuing ideas, collaboration and results
- Casual, friendly work environment with flexible work options
- Dogs every day—employees can bring their dogs to work with them any day of the week

Essential Responsibilities

- Write effective communications, from emails to plans to input briefs
- Work on multiples projects at any given time and consistently meet deadlines
- Work with a cross-functional team to execute plans and projects that align with client strategy and budget
- Coordinate client meetings and assist in presentations
- Assist with research and media relations inquiries
- Post/schedule social media content
- Manage client status reports
- Support your client service and accounting teams with budget management, billing and invoicing
- Practice confidentiality, given the nature of clients

Experience Needed:

- 1 – 3 years of experience, agency experience preferred
- Strong spoken and written communication skills

- Ability to collaborate and work independently
- Capable of working in a fast-paced environment with tight deadlines
- Advanced MS Word, Excel®, PowerPoint® and Outlook® Skills
- Confidence, tact and a persuasive manner
- Strong business sense with the interest and aptitude to build and track budgets

Educational Requirements:

- Bachelor's Degree required