

fluent360™ is one of the foremost agency leaders shaping the multicultural marketing industry. Equal parts integrated marketing agency and cultural hub, we specialize in giving brands a resonating voice to effectively speak to various cultural segments– both ethnic and consumer niche followings. As a multi-talented, multicultural agency, we offer a full spectrum of communication services. Find out more about us at www.fluent360.com.

We are currently looking to fill an Account Executive position at fluent360. This is a great opportunity for a candidate with 2-3 years of experience. Candidates must have Account Executive experience in advertising or a similar environment.

**What you will do**

* Manage the day-to-day execution of campaigns, projects, and client requests.
* Working closely with Account leads to organize execution plans, set up critical meetings, and integrate agency systems
* Capture meeting notes, provide recaps, and manage files and resources related to assigned account
* Create client deck content and layouts
* Act as primary and day-to-day point of contact for partner-agency teams
* Develop and disseminate required communications documents such as status documents

**Your experience**

**﻿**

* Bachelor's degree
* 2-3 years of experience at an advertising agency in account management or a similar role
* Must have an understanding of diverse and multicultural communities
* Experience working with clients to manage a plan, project deliverables and deadlines
* Detailed orientated, well organized and the ability to multi-task
* High energy and entrepreneurial spirt

**Agency Benefits & Perks**

fluent360 offers a comprehensive benefit package including medical, dental and vision insurance, company paid life/AD&D, short-term and long-term disability, and a generous PTO and sick leave policy. In addition, we have some amazing agency perks including paid gym membership, summer hours, 14 paid holidays, and flexible schedules.

fluent360 is an Equal Opportunity Employer, EEO, AAE, MF/Disability/Vet.

Our organization participates in E-Verify. For more information visit https://www.uscis.gov/e-verify. E-Verify is an Internet-based system that compares information from an employee’s Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

**Seniority Level**

Associate

**Industry**

* Marketing & Advertising

**Employment Type**

Full-time

**Job Functions**

* Sales

* Business Development

**How to Apply**

**Apply via LinkedIn**

[**https://www.linkedin.com/jobs/search/?currentJobId=2423183526&f\_C=9479690&geoId=92000000**](https://www.linkedin.com/jobs/search/?currentJobId=2423183526&f_C=9479690&geoId=92000000)

**Send resume directly to:**

**careers@fluent360.com**