

Senior Account Executive

We are seeking a Senior Account Executive with excellent project management skills to lead complex, multi-phased interactive projects. Role requires demonstrated ability to balance scope, time, cost, risk and quality for our clients.

Responsibilities:

- Managing and delivering large projects (10+ members) on-time and on-budget and/or managing multiple smaller projects simultaneously
- Tactically managing day to day project operations and communications
- Preparing and maintaining project documentation: project plan, status reports, risk assessment plans, change requests, and resource requests
- Identifying and actively managing staffing requirements to meet project needs and maximizing the efficiency of the team
- Actively providing strategic insight and direction into developing innovative solutions for our clients
- Establishing and building relationships with clients
- Defining project scope and approach
- Developing detailed project plans and schedules that ensure profitability objectives are met
- Identifying and pursuing opportunities to grow current engagements and drive new business within existing accounts
- Serving as a thought leader for the project team
- Traveling as needed for presentations and key meetings
- Understand, embrace, and communicate corporate mission and values

Required skills

- Minimum 5 years of account management experience working on complex internet strategy, design and development projects
- Proven ability to manage strategic projects with large clients
- Knowledge of Project Management principles, best practices, methods & techniques: Scope management, risk/issue management, change management, team communication, cost management, project planning, financial (budgeting, forecasting, tracking, reporting)
- Highly developed writing, communication, presentation, leadership, facilitation & negotiation skills
- Highly organized
- Flexible, ability to adapt to unique situations and projects
- Able to thrive in a changing, entrepreneurial, dynamic environment
- Professional, high degree of diplomacy and business acumen

Education:

BS with business experience; MS and/or MBA a plus