

ACCOUNT EXECUTIVE For Sales/Marketing Team

Clik Clak is a leader in the branded merchandise industry. We are a creative, fun, fast-paced company whose clients include L'OREAL, SEPHORA, W HOTELS, PEPSI, and many other national brands. We are looking to add an Account Executive to our sales and marketing team. Our corporate office is located in Norwalk, Connecticut.

This is the perfect opportunity for an ambitious professional to explore a career in sales/marketing inside at a growing, innovative company. In this role, you will manage a book of business, work to build relationships, and help grow our business as a whole. As an Account Executive, you will receive extensive training about our industry, our company and our products.

This is a In-Office or Hybrid position, with at least three days a week in office.

Job Description:

In this role you will support the sales department by working with internal departments to ensure that client needs are understood and met. You will see initiatives through from beginning to end while managing and enhancing client relationships. You will assist with generating ideas and researching products. You will create client-facing presentations and assist orders as well as be a primary point of communication with certain clients. You will be responsible for project management and logistics. You will collaborate with the sales team to implement, develop, and provide creative strategies and proposals to meet client goals. This position is ideal for a person who is detail oriented, innovative, creative, collaborative and motivated to keep projects moving forward.

Job Responsibilities:

- Proactively support the sales team on numerous projects, with an emphasis on project management.
- Assist in creative idea generation and product design.
- Interact with clients on initial project inquiries, project tracking and timeline, quoting, and maintaining communications through order creation and fulfillment
- Assist with price quotes, order tracking, and other steps necessary to successfully fulfill projects.
- Manage orders to ensure on time expectations of client needs and project expectations.
- Special projects and other duties as assigned.

Qualifications:

- 1-3 years' working in a fast-paced, client-facing position, ideally with marketing, advertising, PR, or sales experience.
- Industry experience preferred.
- Bachelor's Degree
- Strong knowledge of MS Office, specifically Excel.
- Ability to multitask and deliver on a high volume of projects in a fast-paced, deadline driven environment.
- Ability to be self-directed and enjoy entrepreneurial environment
- Strong presentation, written, and verbal communication skills.
- Upbeat, energetic personality with a desire to learn.
- Strong organizational skills and ability to manage multiple priorities.
- Team player.

Starting base salary of \$50,000.

401K; paid holiday and PTO.

Opportunities for advancement based on performance