

## Advertising Account Executive Intern

**Title:** Advertising Account Executive Intern: Commissioned Based

**Objective:** Kingdom Creations Enterprises seeks an Advertising Account Executive who will serve as the link between the client and KCE. The Advertising Account Executive will manage corporate advertising accounts and ensure that work is completed on time and on budget.

**Responsibilities:** Discuss products and services with clients; Sell workbook advertisements to potential clients; Arrange and attend meetings; Solicit clients for appointments; Help secure new business; Negotiate pricing with clients for workbook advertisements; Present creative work to clients for approval; Meet deadlines and prioritize tasks; Become familiar with the nature of clients' products, business culture and competition.

**Qualifications:** Creative, enterprising and media-savvy professional with excellent oral communication skills. The right candidate thrives in a fast-paced environment, works well independently and as part of a team and possesses a keen understanding of all media channels, including: email, telephone, website management, blogs, social networking, building relationships with clients, and writing letters to clients.

**Average Time Commitment:** 5-20 hours per week; hours coordinated with the Office Manager.

**Measure of Success:** Completion of goals, Advertisements are purchased by clients, interns are active and growing, available to other employees and interns, meetings are held efficiently, creates friendly and loving environment, good team spirit.

**Benefits:** Gain experience in building relationships and working with other people, play a key role in shaping organization, Explore all avenues of the business and knowledge of how to run a business and advertise, Stepping stone to future positions, Opportunity to network on different levels, Recognition, improve meeting management skills, gain experience that can be used on the job.