

Document Date: January 2026

Name: **tbd**  
Position Plan: Assistant Account Executive  
Zone 6: \$55,000 - \$75,000  
Direct Manager: **tbd**  
Team leader: **tbd**  
Position type: Full-time  
Location: Remote: this position is not location contingent; however, we prefer to have a person working remote in a state where we already do business—CT, NY, MA, ID, IL, SD, OR, WA, OH.

**MISSION:** The Assistant Account Executive (AAE) supports client relationships and the execution of marketing and communications programs for foodservice supplier clients. This entry-level role is focused on learning the agency's processes, supporting Account Executives and Supervisors, and ensuring projects and campaigns are executed accurately, on time, and on budget. The AAE plays a critical role in day-to-day coordination, communication, and delivery, contributing to Revelry Agency's mission of enabling brands to win in the food, beverage, and hospitality sectors.

## **PERFORMANCE STANDARDS, RESPONSIBILITIES & MEASURES**

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### CLIENT SUPPORT & ACCOUNT COORDINATION

#### **Performance Standard:**

Provides reliable, proactive support to Account Executives and Account Supervisors while building foundational client service skills.

#### **Key Responsibilities:**

- Supports day-to-day client communications, including meeting notes, follow-ups, and status updates.
- Prepares agendas, recaps, timelines, and basic reports for client meetings.
- Maintains organized client documentation, assets, and files.
- Learns client businesses, objectives, and KPIs to effectively support account needs.
- Attends client meetings primarily as a note taker, listener and contributor as appropriate.

#### **Success Measures:**

- Accuracy and timeliness of client communications and deliverables.
- Internal feedback on preparedness and responsiveness.
- Reduction in errors, rework, or missed details.

## PROJECT MANAGEMENT & EXECUTION SUPPORT

### **Performance Standard:**

- Effectively supports project execution by managing details, timelines, and coordination tasks.

### **Key Responsibilities:**

- Assists with project timelines, task tracking, and internal coordination.
- Supports budget tracking and scope documentation under the guidance of senior team members.
- Ensures deliverables are routed for review, approvals, and delivery on schedule.
- Flags risks, delays, or scope concerns early to Account Executives or Supervisors.

### **Success Measures:**

- Percentage of tasks and deliverables completed on time.
- Internal team satisfaction with project coordination and organization.
- Decreased project delays caused by missed handoffs or information gaps.

## ACCOUNT GROWTH & BUSINESS DEVELOPMENT SUPPORT

### **Performance Standard:**

Supports account growth initiatives through preparation, research, and execution assistance.

### **Key Responsibilities:**

- Assists in preparing proposals, presentations, and client-facing materials.
- Conducts research on clients, competitors, and industry trends.
- Supports campaign reporting and basic performance summaries.
- Learns to identify opportunities for expanded services through exposure and coaching.

### **Success Measures:**

- Quality and accuracy of proposal and presentation materials.
- Timeliness of research and reporting support.
- Demonstrated understanding of agency services and client opportunities.

## TEAM COLLABORATION & PROFESSIONAL DEVELOPMENT

### **Performance Standard:**

Demonstrates strong teamwork, curiosity, and commitment to learning.

### **Key Responsibilities:**

- Works closely with Account Executives, creative teams, and research/insights partners.
- Actively participates in internal meetings, brainstorms, and reviews.
- Seeks feedback and applies it to improve performance.
- Manages workload effectively while balancing multiple priorities.

### **Success Measures:**

- Internal feedback on collaboration, communication, and attitude.
- Demonstrated growth in skills and confidence over time.
- Increased independence in handling assigned responsibilities.

## DIGITAL MARKETING & ANALYTICS SUPPORT

### **Performance Standard:**

Executes and supports digital marketing initiatives while building analytical skills.

### **Key Responsibilities:**

- Assists with execution of digital marketing tactics (social posting, email deployment, basic SEO or paid media support).
- Compiles and organizes performance data and reports.
- Learns to interpret metrics and identify basic insights with guidance.
- Stays informed on digital marketing tools, platforms, and trends.

### **Success Measures:**

- Accuracy and completeness of reports and data tracking.
- On-time execution of assigned digital tasks.
- Demonstrated improvement in understanding campaign performance.

## REQUIRED SKILLS & QUALIFICATIONS

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### **Experience Requirements:**

- 0-2 years of experience in marketing, communications, account coordination, or related internships.
- Agency, foodservice, or B2B marketing exposure is a plus but not required.

### **Educational Requirements:**

- Bachelor's degree in Marketing, Communications, Business, or a related field preferred.
- Relevant internships or practical experience may substitute for formal education.

### **Skills & Competencies:**

- Organization & Attention to Detail: Strong ability to manage tasks, deadlines, and documentation.
- Communication: Clear, professional written and verbal communication skills.
- Project Coordination: Interest in project management and learning how campaigns move from concept to execution.
- Digital Marketing Fundamentals: Interest in social media, email marketing, content, and analytics.
- Collaboration & Teamwork: Willingness to support others and work cross-functionally.
- Technology & Tools: Fluency in core Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, SharePoint CoPilot and Teams)
- Comfort learning new tools, including AI-powered platforms, to improve productivity, efficiency and quality.

## IDEAL CANDIDATE PROFILE

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The ideal Assistant Account Executive is motivated, organized, and eager to learn. They take pride in execution, ask thoughtful questions, and are comfortable working in a fast-paced agency environment.

Additionally, the ideal candidate will:

- Be highly detail-oriented and dependable.
- Demonstrate a positive, coachable attitude.
- Show curiosity about foodservice, marketing, and communications.
- Be comfortable juggling multiple tasks with guidance.

## OPPORTUNITIES FOR PROFESSIONAL GROWTH & SKILL ENHANCEMENT

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At Revelry Agency, we are committed to ongoing learning and career advancement. As Account Executive, the successful candidate will have opportunities to:

- Build Core Account Management Skills: Learn client communication, project management, and agency operations.
- Develop Digital Marketing Capabilities: Gain hands-on experience with campaign execution and analytics.
- Increase Strategic Exposure: Gradually take on more responsibility in planning and client engagement.
- Advance Within the Organization: Clear growth path to Account Executive and beyond.

## SUMMARY

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The Assistant Account Executive is an entry-level, support-focused role designed to build strong fundamentals in client service, project execution, and marketing operations. Success is measured by reliability, accuracy, collaboration, and continuous skill development, with a clear path toward increased responsibility and advancement.

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