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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

CLIENT SUPPORT & ACCOUNT COOCRINATION

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, brainstorming, 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

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

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

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

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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