

# ACCOUNT EXECUTIVE

## POSITION SUMMARY

The Account Executive will provide day-to-day support for assigned client accounts, serving as a key contact point for client requests and project coordination. This entry-level, client facing role requires a technology-savvy professional who can deliver responsive service while managing digital signage requirements across the food service, retail, stadium, and events sectors. The successful candidate will contribute to smooth operations while developing expertise in digital display technologies within a growing company.

## KEY RESPONSIBILITIES

- Serve as a responsive point of contact for assigned client accounts on day-to-day requests and queries
- Respond promptly to client communications via email and phone
- Build positive working relationships with client contacts
- Maintain regular communication to ensure client satisfaction
- Escalate complex issues to team managers when appropriate
- Coordinate delivery of digital signage content updates and changes with internal teams
- Process requests, and documentation with attention to detail
- Manage data entry and file organization for client accounts
- Prepare basic status updates and reports as required
- Maintain accurate and up-to-date client records in CRM systems
- Ensure content meets technical specifications and brand guidelines
- Perform basic quality checks on digital signage content before deployment

## PERSON SPECIFICATION

- Proactive approach to developing new skills
- Able to work under pressure and at speed
- Attention to detail
- Technologically proficient
- Strong communication skills - both verbally and electronically

## HOW TO APPLY

Applications can be sent to [careers@digital-messaging.com](mailto:careers@digital-messaging.com) with a covering letter and a CV