

▼ **Company Information:**

- Artistry Labs is a ministry-based consulting, design, and technology firm. We specialize in work for churches, ministries, and Christian organizations all over the world. We provide a fun and fast-paced environment that offers work on a wide range of projects.

▼ **Job Overview:**

- The Jr. Account Executive plays a vital role in our ability to provide stellar service to our clients. The Jr. Account Executive supports our Account Executives, and is responsible for administration and support in client interaction. We are looking for someone who has a huge heart for the church, is confident in who he/she is, and thrives in a fast-paced environment. She or he should be highly detailed, and an excellent communicator with a can-do attitude.

▼ **Job Function/Responsibilities:**

- Assist Account Executives in overseeing dozens of current client and sales prospect relationships by providing administrative support, communication and service, with positivity and inspiring professionalism.
- Monitor timelines and provide customer service for client projects.
- Contribute to marketing strategies and execution, fulfilling special projects as requested.

▼ **Skill Requirements:**

- Excellent verbal and written communication skills
- Professional presence (phone/video/in person)
- Ability and desire to learn and work in a variety of aspects of client service and office coordination

▼ **Personal Requirements:**

- Have a Bachelors Degree in Business, Marketing, or related (preferred)
- Be a fast learner and self-starter with engaging people skills
- Be able to juggle assignments while maintaining a high level of quality, organization, detail, and adherence to deadlines
- Be a team player and willing to do what it takes to get the job done
- Have a desire for long-term employment

▼ **Hours:**

- Full-time office hours of 8:30am-5:30pm weekdays. Salary based on experience.

▼ **To Apply:**

- Learn about us at [artistrylabs.com](http://artistrylabs.com), and apply online at [careers.artistrylabs.com](http://careers.artistrylabs.com). Our mission should be something that you can embrace with passion.