

// Account Executive Assistant

▼ 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 Account Executive Assistant is a vital role in our ability to provide stellar service to our clients. The AE Assistant provides support for 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, thrives in a fast-paced environment, is highly detailed, and is an excellent communicator with a can-do attitude.

▼ Job Function:

- Assist AEs in overseeing dozens of current client relationships by providing administrative support, communication and service, with positivity and inspiring professionalism.
- Provide stellar service as we guide our ministry-focused client base towards deeper levels of effectiveness.
- Contribute to marketing strategies and execution, fulfilling special projects as requested.

▼ Skill Requirements:

- Must have excellent verbal and written communication skills
- Professional phone presence
- Must have the ability and desire to learn and work in a variety of aspects of client service and office coordination

▼ Personal Requirements:

- 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.

▼ Position Details:

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

▼ To Apply:

- Learn about us at artistrylabs.com, and apply online at careers.artistrylabs.com. Our mission should be something that you can embrace with passion.