**Healthcare, Associate Account Executive - New York**

* Join a dynamic and growing creative technology agency
* Based in New York City, with the head office in Sydney, Australia
* Work with blue chip brands

The Opportunity

Due to several client successes and momentum Orchard is looking for an Associate Account Executive to join the local team in New York. To join a close-knit team that thrives on collaboration and where there are no politics, bureaucracy or b\*llsh\*t. Start-up feel with the global backing.

Orchard is the leading healthcare agency in Australia and has expanded its presence in the US market. With stable global clients and new local clients, we need an Associate Account Executive for the day-to-day management and growth of our largest blue chip (and nice) client.

Working with the Account Directors you will be involved in the planning and execution of some of the latest digital activations for the category.  You will be comfortable helping to manage both online and offline campaigns. As an Associate Account Executive, you will have outstanding relationship skills and the drive to jump in and get your hands dirty. This role will allow you to wear many hats and gain experience across the board, from project management and client service through to creative development and strategy.

This role would be perfect for the first-time graduate to gain great experience in the world of digital and creative communications in a high-energy environment.

You’ll be part of a small but well-run team with several clients and have the opportunity to join a growing agency with some amazing clients and brands.

You’ll get the opportunity to work directly with the senior NYC team and over time grow relationships and experience with clients. You’ll get the opportunity to grow with the agency in terms of your experience and position.

You’ll be offered full flexibility and autonomy to fulfil your duties and supported by the greater team. With our home base in Australia, be prepared to work remotely at times with inspiring, dedicated and easy-going thought-leaders that truly think “global”!

This is an exciting opportunity to work with a digital marketing agency that helps clients harness the online environment to transform the way people think, feel and act towards a brand. Grow your role as the agency grows. Orchard offers a good, fun working environment and all the necessary support and structured training you need to grow your digital marketing career.

Key Function

* Working with the Account Directors you will be assisting with the day to day management and growth of the existing accounts within the US business. Working across both online and offline campaigns and maintaining internal and external relationships
* Provide support writing strategies and briefs and be involved in planning, forecasting and developing client plans with the support of the Account Directors
* Work across multiple projects and clients, effectively managing time and project schedules
* Work collaborative with production and creative team to develop concepts for the project and ensure integration, production feasibility and a high-quality product throughout the development process, from ideation to deployment
* Assists Account Directors with scheduling, budgeting and resource allocations on projects to ensure they remain in scope
* Review creative work for quality assurance and alignment to the overall strategy
* Help manage the medical/regulatory submission process, overseeing the incorporation of necessary amends to the creative work
* Address client issues and escalate when required to relevant agency team/management
* Assist with team work in progress meetings (WIPS) and provide documentation as required to review progress, identify problems of projects
* Demonstrate best practice in client service skills to the team and proactively identify better work practices to increase efficiency across delivery, quality and cost.
* Proactively research latest digital innovations to keep up to date on market trends and judge creative ideas

The Account Executive will be predominantly focused on our animal health account, which is broken down into key brands within both B2B and B2C categories.

What you can bring:

* Bachelor’s degree, plus 1-2 years’ experience in a similar role.
* Eager to learn the business and take charge of company’s client services initiatives
* Excellent verbal and written communication skills.
* Strong time management and prioritization skills
* Strong problem solving, multitasking and organizational skills
* Highly self-motivated, punctual and open to feedback
* Positive attitude and high attention to detail
* Knowledge of Microsoft office
* Excellent presentation skills and attention to detail
* Proven ability to work within a team
* Flexibility regarding working environment and hours
* Interest in current technology and future trends
* A good grasp of the social media landscape
* Show a strong commitment to the Company’s core values.
* Embrace and respect the Company’s community and environmental responsibilities.
* Applicants MUST have the right to work in New York.

If you feel like this is the right job for you, would like to take your career to the next level, work in a great cultural environment that allows you to grow and enjoy work, please email your CV and contact details to [hello@orchard.com.au](mailto:hello@orchard.com.au) and we will arrange to meet you!

**A little about Orchard**

We are an independent creative agency who fuse art and technology to invent better outcomes for business and brands. We work with a number of leading client brands such as Electrolux, Asaleo, BT, Zoetis and Bayer to name a few.

Invent Better are two little words that define our big approach. It’s a belief that creative technology solutions are the key to winning in today’s digital age, and it’s a formula that challenges us to engage with our clients in a way that encourages us all to push that little bit further every time.   
  
It’s this passion and approach that has made us one of Australia’s largest independent marketing agencies

Sydney | New York

Invent Better – make a difference