

ACCOUNT EXECUTIVE

Chicago, IL (Onsite with our client)

POSITION SUMMARY

The Account Executive is a member of the MillerCoors InHaus Team, an in-house creative studio team managed by Madden. Overall, the Account Executive is responsible for managing the mechanical/keylining process for MillerCoors Retail programs across National, Field/Regional and Customer Marketing Teams.

ESSENTIAL FUNCTIONS

1. Key roles and responsibilities of the Account Executive include:
 - a. Working with the Madden InHaus Studio (project coordinators and designers) to execute MillerCoors programs on-time and on-point creatively
 - b. Managing mechanical programs against a Retail Calendar whereby the Retail Agencies
 - c. provide master artwork to the InHaus Studio
 - d. Managing artwork customizations and ground-up programs against a Retail Calendar whereby InHaus leads creative development and execution
 - e. On-going collaboration across the MillerCoors Agency partners including Retail, Consumer Engagement (sweepstakes) and Alliances agencies
 - f. Partner with internal MillerCoors Teams including Procurement and Legal
2. Develop strong relationships with MillerCoors clients, and maintain customer satisfaction through the on-time delivery of quality creative artwork
3. Demonstrate expertise in the customer's business, including:
 - a. Account organization and brands
 - b. Brand stewardship of MillerCoors portfolio
 - c. Legal requirements by state
 - d. Alliance partnerships by sport or entertainment property
 - e. Account's go to market strategies across key channels
 - f. Competitor landscape
 - g. Solution-centric leadership
4. Responsible for all aspects of project managing creative artwork development, including:
 - a. Meet with clients to discuss creative deliverables per project
 - b. Draft creative direction with/for the client on artwork customizations and ground-up projects
 - c. Prepare for and coordinate meetings, calls and webinars with Madden designers to review creative briefs, when necessary
 - d. Review creative assets prior to submitting for Client review
 - e. Provide creative feedback/direction to Madden InHaus Studio, when necessary
 - f. Route creative assets for review by Program Owner, MillerCoors Legal, Consumer Engagement Agency (if sweepstakes) and Alliances, when necessary via ProMotion, an online approval system

- g. Consult with MillerCoors Procurement on production items
- h. For sweepstakes programs, partner with consumer engagement agency to create a timeline for rules/disclaimers and Point-of-Sale (POS) development
- i. Anticipate issues and resolve situations in a professional and timely manner

MINIMUM REQUIREMENTS

1. EDUCATION & EXPERIENCE

- a. 3+ years of creative agency or account management experience preferred
- b. College degree required

2. SKILLS / KNOWLEDGE

- a. Able to produce neat, accurate and complete work in a timely fashion
- b. Able to communicate effectively
- c. Able to effectively organize work, plan and to meet schedules and deadlines
- d. Cooperative and responsive to change and criticism, new ideas and company initiatives
- e. Able to perform under pressure and manage stress
- f. Able to make reliable judgments when handling work problems, and to use common sense, logic and critical thinking
- g. Able to generate new ideas, take corrective action, or make improvements; self-motivated
- h. Able to work well with others to meet departmental goals
- i. Versatile; willing to perform job related functions and assignments
- j. Proficient in Microsoft Word, Excel, Outlook, Adobe Creative Suite and ProMotion

3. PHYSICAL DEMANDS

- a. Required to frequently sit, stand or walk for prolonged periods
- b. Required to lift/move objects in excess of 25 lbs.
- c. Some travel requiring plane trips, extended motor vehicle rides and overnight stays
- d. Must have the visual, hearing and learning capacity sufficient to perform the essential functions defines above

4. ENVIRONMENT & SCHEDULING

- a. Work is generally performed during standard business hours, Monday through Friday
- b. Must be flexible to work evening and weekend hours, when necessary
- c. The Account Executive position on the InHaus Team is on-site at the MillerCoors Chicago Office

EMPLOYER'S RIGHTS

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.