

Account Executive

Ledger Bennett Chicago, Illinois, United States (Remote)

As our Account Executive, you'll be trusted to use your top-notch organizational skills to manage the day-to-day of various projects and campaigns ensuring they are completed on time and on brief. We work with some amazing clients across various disciplines, and in this role, you'll create lasting relationships with each of them (as well as our suppliers and our internal teams of course). You will be key in building out our new accounts and working closely with our Fortune 500 clients!

As our Account Executive, you'll be trusted with:

- Supporting on new and existing opportunities from initial scope and client onboarding
- Understanding the agency process and working with the senior team to ensure work is on time and on brief
- Managing internal processes consistent with Ledger Bennett's ways of working e.g. Egnyte, Asana, Synergist
- Maintaining and updating project tasks as briefed. Communicates and circulates to all involved teams
- Assisting the Account / Client Services Team with other ad-hoc tasks, such as cost estimates, Asana updates, presentations

You're an excellent fit for this role if you:

- Are enthusiastic about B2B, target markets, industry trends, and research
- Build trust-based relationships
- Proactively seek out opportunities to help your team
- Are comfortable working in a sometimes ambiguous environment

What you can expect from Ledger Bennett

When you join Ledger Bennett, you gain access to some of the best perks in the business, not to mention working with some of the most authentic and innovative people. We've built out our benefits plan with them, and you in mind, so you can keep on doing what you do best, knowing that we've got you covered.

Benefits at Ledger Bennett Include:

- Medical/Dental/Vision Coverage (100% premiums paid for employee + 50% premiums paid for dependent)
- Life Insurance with 100% Paid Employee Premiums
- Unlimited PTO
- 401 (k) with Employer Contribution
- International Travel Benefits (We host an annual holiday party in London!)
- Free and confidential access to our award-winning Employee Assistance Program (EAP)
- An innovative approach to employee development through our People Framework
- Corporate Social Responsibility (CSR) activities (In 2021, we are partnering with Mental Health non-profits to support their goals; involving our team in mental health workshops, wellness Wednesdays, and more)
- Create your own WorkStyle: As long as it works for your clients, your manager, and you, we trust you to make the call on where, when, and how you work!
- Choose your own IT home office equipment
- Employee Referral Bonus (\$675 per role)
- Wellness perks including 24/7 TeleDoc, Discounted access to hundreds of gyms w/ company-paid joining fees, complimentary counseling services, and more!

Ledger Bennett is an equal opportunity employer with diversity and engagement being the core of our beliefs.