

Position Description Account Executive (AE)

Vehr Communications is looking for a talented strategic communications professional with four to eight years of agency or corporate experience to join our team. We are an integrated agency that builds brands. We focus on delivering meaningful outcomes achieved by having clear objectives, solid strategies and tactics, disciplined creativity, flawless execution and hard work. We have embraced a hybrid working model. We believe in relationships over transactions. We partner. We listen. We challenge. We learn. We deliver results. We make a difference. And, we have fun in the process.

Position Summary: We seek candidates who can grow client relationships through the best possible strategic communications counsel, programs and results. Candidates must have in-depth understanding of paid, earned, shared and owned strategies and tactics and be able to apply this expertise to direct, manage and measure programs of work. Strong leadership, writing, time management, analytical and budgeting skills are required. Candidates must demonstrate an ability to both lead and support client teams and mentor colleagues.

Position Relationships: An Account Executive has the opportunity to work directly with clients and all employees of Vehr. All employees are accountable to the CEO and President and work on teams in support of our clients. Formal performance reviews are provided annually, a mentor relationship is established for each employee and quarterly goal-setting and regular mentor interaction are standard.

Position Duties, Responsibilities and Requirements: Vehr seeks creative and strategic thinkers who are self-motivated, multi-taskers, team-oriented, proactive, results-focused, flexible, life-learners and curious. As an Account Executive, you will be required to:

- Support multiple client relationships and Vehr team members
- Demonstrate strong project management skills and work well in teams
- Be an exceptional communicator – provide flawless, clear and concise written communications and excel at presentation for clients and colleagues
- Problem-solve with curiosity and creativity
- Have social media experience, including community management and advertising
- Keep updated on current social and digital trends and platforms
- Have experience using Google Analytics, Cision, Facebook Insights and/or other similar measurement tools and understand how to interpret and apply data
- Develop content across a variety of applications, including newsletters, reports, social media, websites, collateral, columns, blogs, media materials, etc.
- Have extensive media relations experience
- Be a good steward of clients' budgets
- Continue to learn and grow as a professional communicator
- Be open to and aware of new business opportunities
- Be able to recommend, collaborate with and/or manage external marketing partners



- Be honest, always, with clients, colleagues and yourself
- Bachelor's degree (required) in public relations, journalism, marketing, communications or related field of study as well as four to eight years of agency, corporate or related experience

Vehr Communications is an equal opportunity employer. Each day, we embrace equity and fairness and are committed to individual and organizational efforts to maintain a workplace that respects diverse traditions, heritages and experiences. We hire determined individuals who demonstrate a passion to serve clients and learn about their businesses. In return, we offer a creative, open and dynamic hybrid work environment where employees can thrive, learn from one another and grow as integrated marketing professionals. We offer competitive compensation and benefits. All employees are required to sign an employment agreement that will be provided for review in advance of its required execution.

The information contained in this position description is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.

If interested, please forward a cover letter and resume to:

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