



ACCOUNT EXECUTIVE - CLIENT SERVICE (*WEST COAST OFFICE)

Tylie Ad Solutions has been challenging the status quo for nearly 50 years as the first independently woman-owned business in the ad solutions space; innovating and adapting, building long-lasting relationships through unmatched service. If you like the idea of being on a team that collectively works to find imaginative solutions for clients' ever-evolving needs, then you might be the candidate we're after.

Why work for Tylie Ad Solutions?

Tylie Ad Solutions is the premiere service provider, taking a personal approach to getting our clients' commercial creative where it needs to be. As a partner and consultant, we simplify workflows, customize technologies, and streamline processes, creating efficiencies that reduce headaches and save money. Hundreds of clients (including Honda, Audi, Sprint, IHOP, Nestle, Facebook, and more) trust us as their partner to provide prompt, hands-on service with an unwavering dedication to problem solving. We do it all with honesty and integrity, and we truly take pride in looking after and supporting our team members.

Why an Account Executive?

At most companies, Account Executives are part of the sales team. But at Tylie, AE's are responsible for taking care of clients. That's because we always put relationships first, and we understand the importance of ensuring client satisfaction. As an AE, you will be responsible for managing projects and overseeing accounts by processing daily orders and coordinating job workflows from start to finish. Working with all team members, you will ensure that our collective efforts are in line with the client's goals. In addition to maintaining existing relationships, all AE's are also encouraged to develop new connections.

Does this sound like you?

- Highly dependable, high energy, self-starter, with a positive, professional attitude
- Strong organizational and time management skills, responsible and thoughtful
- Someone who genuinely enjoys communicating and working collaboratively with others

What will your days look like?

- Respond to emails and process client orders in a timely manner
- Make sure that all technical Quality Control checks take place
- Work to understand our internal applications, automations, and billing protocols
- Anticipate client needs and concerns in order to provide prompt solutions
- Identify new business opportunities and coordinate with Client Development
- Build strong relationships at all levels within client organizations

Things we'd like you to bring to the table:

- An ability to identify needs and problem solve
- Strong written and oral communication skills
- A calm, patient, and confident communication style
- Proficiency with numbers, budgeting and time management
- Personal accountability for accuracy and timeliness

What we're excited to offer you:

- Competitive salary, professional growth potential
- Full health benefits and 401K matching
- Great office in Burbank - lots of local lunch options, walking distance from the Burbank Downtown Metrolink station