



# ASSISTANT ACCOUNT EXECUTIVE

---

Roop & Co., a strategic integrated communications agency in Northeast Ohio, seeks a skilled, dynamic and motivated professional with 1-3 years of experience (internships and/or employment) to join our growing team in an entry-level role as an assistant account executive. He/she will provide communications services and support for our broad range of B2B, B2C, corporate, professional service and non-profit clients.

Candidates will possess strong writing and editing skills; have experience pitching media; be technology savvy; understand digital marketing, particularly social media; demonstrate intellectual curiosity and pay close attention to details.

## Responsibilities

- Support the execution of client communications campaigns
- Write creative and compelling copy for news releases, media pitches, marketing collateral, social media and blog posts, websites, advertisements and other communications
- Effectively proofread and edit content using AP style
- Pitch media and secure news placements for clients
- Analyze and report on campaign results
- Manage multiple client projects and meet deadlines
- Demonstrate knowledge of clients' business objectives and proactively suggest programs to meet those objectives
- Prepare timely team and client updates
- Participate in new business pitches and strategic planning sessions
- Support strategies to enhance and extend brand awareness for Roop & Co. and its clients

## Qualifications

- 1-3 years of communications experience
- Bachelor's degree in public relations, journalism, communications or marketing
- Agency experience a plus
- Excellent written and oral communication skills
- Mastery of AP style, proofreading and editing
- Media relations experience preferred
- Proficiency with Microsoft Office and social media platforms
- Self-motivated and able to work independently

[www.RoopCo.com](http://www.RoopCo.com)

---

3800 Terminal Tower | 50 Public Square | Cleveland, OH 44113-2202 | P 216.902.3800 | F 216.902.3807

*Roop & Co.*  
*Assistant Account Executive*

- Ability to think critically and creatively
- Excellent networking skills
- Ability to deliver quality, accurate work within established deadlines
- Experience managing multiple projects and prioritizing
- Extremely organized and detail oriented

### **Compensation**

- Salary commensurate with experience

### **Competitive Benefits**

- Medical insurance and health savings account
- 401k eligibility and profit sharing
- Vacation and sick time
- Paid holidays
- Paid parking

### **What Roop & Co. Offers**

You will find an energetic and collaborative environment at Roop & Co. We provide growth opportunities to expand your skills and advance your career. Our talented team works hard and plays hard. We attack the challenges each day brings and deliver creative solutions to our clients.

Located atop Cleveland's iconic Terminal Tower in the heart of the vibrant downtown district, our offices provide sweeping 360-degree views of the city and easy access to dining destinations, entertainment venues and downtown residences.

### **About Roop & Co.**

Roop & Co. is a strategic, integrated communication agency delivering results-driven traditional and digital campaigns. Capabilities range from public relations, marketing and branding to website design, social media and SEO. Founded in 1996, the firm exceeds client expectations through value-driven counsel, high-quality implementation and total accountability. Roop & Co. serves the communications and graphic design needs for businesses ranging from local start-ups to global, NYSE-listed companies, as well as non-profit organizations. Learn more at [www.RoopCo.com](http://www.RoopCo.com).

### **How to Apply**

Send your resume and cover letter to [careers@roopco.com](mailto:careers@roopco.com).