



**PEPPERSHOCK**  
Media

16719 N. Idaho Center Blvd.  
Nampa, ID 83687  
p: 208.461.5070  
[www.peppershock.com](http://www.peppershock.com)

**Position Title:** Account Executive

**Reporting Relationship:** This position reports to Account Manager and CEO

**Position Summary:** This position is responsible for locating new business opportunities for Peppershock Media and for monitoring and maintaining relationships with current clients.

**Key Results:**

**1. Effectively establish, develop and maintain relationships with qualified prospects**

- Target and develop new and prospective clients by attending networking functions, calling on leads and attending tradeshow.
- Play a key role in the development and presentation of proposals for clients.
- Keep the manager informed of potential projects, along with probability of securing the projects.

**2. Represent the Peppershock brand in all interactions**

- Demonstrate knowledge and support of company mission, vision, values, standards, policies and procedures to attract and retain clients.
- Maintain regular communication with clients before, during and after project completion to ensure expectations are being met or exceeded.

**3. Effectively relate to internal and external stakeholders**

- Perform market research and analysis to determine the best direction for the strategic growth of the company.
- Monitor external and internal environment for development of potential new market segments.
- Assist in planning and publicizing any event that highlights Peppershock's services and accomplishments.
- Actively participate in public speaking to community organizations and trade shows to enhance public relations, marketing and development of Peppershock.



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**Minimum Qualifications:**

Must possess a minimum of 2 years of sales, marketing experience, preferably in the media production industry. Bachelor's degree in business, marketing, project management, or related field; or equivalent combination of work experience and education is helpful but not required. Must possess highly effective organizational, planning and management skills, excellent writing skills and oral communication skills and the ability to work effectively with others. Ability to work under stress, with interruptions and under tight deadlines is also important. Must be able to exhibit independent judgment to determine project guidelines, purpose, follow-through and completion. Must be able to problem solve, answer questions and evaluate results of performance. Must be a proficient communicator and listener, able to work with minimal supervision, independently and as a part of a team. Must be computer literate, high level of accuracy and detail oriented.

Reliable transportation required.

May be required to perform other duties as requested, directed or assigned.

Please send cover letter, resume and references to: [jobs@peppershock.com](mailto:jobs@peppershock.com)