

Assistant Account Executive – Advertising Agency

Our one-of-a-kind healthcare strategy and marketing firm has an excellent opportunity for an **Assistant Account Executive (AAE)** to join our smart, collaborative, award-winning team.

We are searching for a strong tactician who can assist internal teams in flawless execution of programs, while supporting key client accounts. The AAE will assist the primary account manager in implementing a full spectrum of healthcare communications services that will help our clients plot a successful course for their brand.

The position:

- Works closely with other Purohit Navigation account team members to maximize efficiency and communication between the client and the team
- Will coordinate closely with senior account management and be expected to troubleshoot and translate issues as needed
- Recommends and adopts more efficient ways to accomplish client goals
- Utilizes internal and external agency resources to provide long-term, on-target solutions
- Assists with creating prompt, consistent communication with the client to ensure needs are anticipated and addressed, providing an unparalleled level of client service
- Adopts a proactive approach to anticipating internal and external concerns, yet remains ready and able to jump in reactively to address and remedy current situations

The person:

- Bachelor's degree with concentration in relevant area
- 1-2 year's agency account service experience
- Excellent verbal and written communication skills
- Thorough understanding of advertising and marketing
- Strong knowledge of Microsoft Office Suite (eg, PowerPoint, Microsoft Excel, Microsoft Word)

Preferred

- Strong understanding of digital communications, including online media
- Knowledge of pharmaceutical and healthcare marketplace

As Navigators, we're committed to a high level of quality and innovation. We share these core values:

- **Passion for work** at all levels
- **High-quality work** that is strategically grounded

- **Superior level** of client service
- Culture of **trust, empowerment, and commitment**
- **Collaborative and team-oriented** spirit (no ego)

If you meet the qualifications for the **Assistant Account Executive** role and share our firm's values, we encourage you to submit your application. Please email your resume and cover letter to hr@purohitnavigation.com. Refer to **AAE** in the subject line.

Purohit Navigation offers an excellent benefits package that includes medical insurance, a 401(k) plan, company-paid employee dental and vision coverage, short-term and long-term disability, and life insurance coverage.

And, as a woman- and minority-owned firm, we are committed to fostering an inclusive workplace. In fact, we are the first recipient of the MM&M "Diversity and Inclusion Champion" award for "the best commitment to diversity and inclusion."

Purohit Navigation (www.purohitnavigation.com) is a unique full-service healthcare strategy and marketing firm. For nearly 35 years, the firm has combined groundbreaking insights with strong creative expertise to achieve behavioral change. Current and former clients include companies in the pharmaceutical (including genetic and rare diseases), diagnostic (molecular and plated media), medical device, hospital product, and disease awareness areas, giving Purohit Navigation extensive experience with more than 200 brands in 60 therapeutic areas.