



JOB POSTING
August 2017

Are you looking for a fast-paced, exciting environment where you can make an impact in the beverage marketing industry? Then look no further. Patrick Henry Creative Promotions, Inc. (PHCP) is expanding and we are looking for a candidate that thrives in an action-oriented, hands-on business environment to join our team. We are searching for that perfect mix of beverage operations experience and marketing savvy. If you have worked in the fast-paced food and beverage/hospitality world and have a genuine knack for marketing, you may be the person we have been looking for.

JOB TITLE

Assistant Account Executive

JOB SUMMARY

This role is responsible for, but not limited to, assisting in the day-to-day programming and project management of client projects such as compilation and presentation of trend and data research, creative and mixology oversight, supplier and vendor management. Interfaces directly with PHCP clients and account service team members.

REPORTS TO

Director, Account Services

LOCATION

Houston, Texas (Galleria Area)

FLSA STATUS

Exempt

ESSENTIAL JOB FUNCTIONS

- Participate and assist in program strategy development and research, brainstorming sessions and promotional programming development.
- Compile data and information in various presentation formats – word docs, excel docs and PPT decks.

- Assist with various project management tasks, from working with designers on art, trainers on training materials and mixologists on cocktail development to overseeing production with photographers, videographers and printers.
- Provide liaison between PHCP clients and creative services, providing artwork direction, copywriting and production supervision.
- Co-manage multiple client projects and promotional partners, internally and externally.
- Assist in the development of project estimates, write proposals, creative briefs, client correspondence, etc.
- Assist in negotiations with promotional partners, printers, photographers, illustrators and other work related suppliers and vendors.
- Carries out other duties as assigned.
- Complies with all PHCP policies and procedures

MINIMUM REQUIREMENTS / ESSENTIAL ABILITIES

- Bachelor's degree in Marketing, Communications or Hospitality preferred
- Two years' hospitality experience or food and beverage service or operations experience
- Two years of related marketing/advertising, agency or project management experience
- Ability to communicate effectively, both written and verbally.
- Multi-tasker extraordinaire.
- Ability to build and maintain strong relationships.
- Ability to use personal computer and excel and presentation of data and information (excellent Microsoft Office user – PowerPoint, Excel, Word).
- Could involve some lifting for project work, shipping, etc.

DISCLAIMER

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Submit resumes to: Yvonne Veliz, Director, Human Resources,
1177 West Loop South, Suite 800, Houston, TX 77027
yvonne@phcp.com

Patrick Henry Creative Promotions is an equal opportunity employer.

www.phcp.com