



We're a cutting-edge part-agency, part-digital shop in Brooklyn. We create web and mobile apps, social media strategies, and innovative campaigns for companies we love (Ford, Budweiser, NFL, Disney, and MTV are just a few). We're leading the initiative to make our neighborhood, DUMBO, the Digital District of New York City.

Our founders built an amazing team from the ground up and we're rapidly-growing. We're looking for ridiculously awesome candidates to become the Next Big Carrot and help us take over the world.

We need an Assistant Account Executive.

The Assistant Account Executive will

- Provide support on several accounts (working with the Production team)
- Provide support with new business (working with Client Relations team)
- Be responsible for taking conference notes
- Maintain billing calendars and assist with project budgeting
- Engage with producers, designers, developers, strategists and executive management
- Learn to be proficient on project planning software

Requirements

- Must have a passion for the social, mobile and digital space
- Previous agency experience is a plus (1+ years)

The ideal candidate

- Is extremely organized
- Has keen attention to detail
- Is active on social media
- Will mesh seamlessly with the Carrot team. Culture is a top priority for us. This means you should be amazing... and a little bit insane. A great sense of humor is a plus.
- Is willing to learn and go above and beyond a job description
- Must be a fan of Arrested Development*

The position will report into the Director of Client Relations, but have responsibilities that fall under the Director of Production as well. It is important that the AAE provides these two Directors with detailed notes and action lists after a meeting (internal or client facing).

Is this you? Prove it.

Fill out the application at carrotcreative.com/careers. That's it. But... we do get a lot of applications. Want to stand out from the noise? The Carrot Crew is all over the web. Figure out how to get our attention and tell us why we can't resist you. (Hint: Boring cover letters not necessary.)

*not required but we will force you to watch a marathon in the room we call college.