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**ACCOUNT EXECUTIVE:**
We’re seeking a talented, versatile Account Executive who is passionate about client relationships, accuracy, and thrives in a fast-paced environment. This role will manage projects to completion by supporting the architectural design process, analyzing and communicating the project scope of work, and ensuring client deliverables. This role will work directly with the Design Team, Operations & Accounting Team, and act as the main point of contact for clients.

The client facing role will provide excellent customer service and maintain excellent client relationships. This role will work on business development and establish new client relationships. A successful Account Executive will be curious, motivated, attentive to detail, analytical, and solutions driven.

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**QUALIFICATIONS:**

* 3 to 5 years direct experience in supporting new business development activities and client relationships.
* Commercial Real Estate, Space Planning / Interior Design or Facility Management experience preferred.
* Project management experience a plus.
* Excellent written and verbal communication skills.
* Self-motivator with strong organizational and intrapersonal skills.
* An enthusiastic team player, passionate problem solver, and great collaborator.
* Experience working with minimal supervision.
* Ability to manage multiple deadlines and diverse project timelines.
* Ability to adapt to changing priorities and work in a fast-paced work environment.
* Ability to travel when needed.
* Proficient in Microsoft Office Suite.
* AutoCAD and/or Studio Designer experience a plus.

**RESPONSIBILITIES:**

* Grow and maintain excellent client relationships.
* Prospecting new business in multifamily/ student housing development.
* Maintain the Childs Dreyfus brand in written and verbal communications.
* Become a subject matter expert to advise and accomplish client objectives.
* Interacting with national general contractors and development groups.
* Analyze requirements and identify possible solutions to keep projects moving forward.
* Coordinate client meetings and trainings, both in-person and via phone/web meeting tools.
* Ensure client requests are fully defined and aligned with our services.
* Prepare and deliver proposals and presentations to clients.
* Communicate scope requirements to project teams.
* Prepare and deliver client deliverables.

We offer Competitive Salary, Commissions, Health and Dental Benefits with 401K.