



## Account Executive Support – Branded Merchandise / Marketing Solutions

Full-time / Vaughan ON

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### Overview:

Are you a highly organized, detail-driven professional who enjoys supporting client relationships? Do you take pride in keeping projects on track, supporting sales teams, and ensuring clients receive a seamless, high-quality experience? If so, this role is a great opportunity to grow your career in a collaborative, fast-paced environment.

At Add Impact, we partner with clients to deliver branded merchandise and marketing solutions that drive results. The Account Executive Support role is a critical part of our client experience, working closely with an Account Executive to support, manage execution, and help identify opportunities for growth.

### Key Responsibilities (clearly defined and results-focused):

- **Account & Client Support:** Support Account Executive(s) in the day-to-day management of client sales. Maintain regular communication with clients, vendors, and internal teams to ensure accuracy, responsiveness, and strong relationships.
- **Proposal & Creative Support:** Prepare presentations, proposals, sales materials, and sample orders. Source creative product options aligned with client objectives and timelines, compare options, and support vendor pricing and negotiations.
- **Program & Order Management:** Track orders, programs, and deadlines to ensure timely and accurate execution. Assist with program administration, updates, and ongoing maintenance across web stores, pricing tools, spreadsheets, and print materials.
- **Project Coordination:** Support the client journey from concept through delivery by coordinating internal resources and external vendors. Attend client meetings as required, capture meeting notes, and manage follow-ups.
- **Performance & Growth Support:** Assist with forecasting, reporting, and program reviews. Help identify opportunities to enhance programs, increase sales, and deepen client engagement through proactive initiatives.



### Qualifications:

- **Strong Organization & Communication:** Excellent attention to detail, time management, and communication skills. Ability to manage multiple priorities while maintaining a high level of accuracy.
- **Client-Focused Mindset:** Professional, service-oriented approach with a commitment to exceeding client and team expectations.
- **Strong Organization & Communication:** Excellent attention to detail, time management, and communication skills. Ability to manage multiple priorities while maintaining a high level of accuracy.
- **Relevant Experience & Tools:** Minimum 2 years of experience in sales support, account coordination, client services, or a related role. Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). Experience with CRM systems or industry platforms (ASI Smartbooks, Facilis Syncore) is an asset.

### Why Add Impact?

- **Team-Oriented Culture:** Work within a collaborative, supportive team that values trust, accountability, and shared success, all with a shared commitment to delivering an exceptional client experience.
- **Career-Focused Training:** Benefit from targeted training programs while gaining exposure to sales strategy and account management, with opportunities for growth and skill development.
- **Career Impact:** Contribute to impactful client solutions where your work and collaboration directly impact client satisfaction and experience and the company's overall success.
- **Benefits:** Dental care / Extended health care / Paid time off / Wellness program

### Apply in Confidence:

If you are excited about working in a collaborative team environment, creating client-centered solutions, and leveraging your marketing and strategic thinking skills, we invite you to explore a career with Add Impact. Apply today by sending your resume and cover letter to [hr@add-impact.com](mailto:hr@add-impact.com). Together, we'll drive success and make an impact.