

Account Manager / Senior Account Manager

**Job Specification:**

Reporting to one of our Account directors, this role (we are considering either an experienced Account Manager or a Senior Account Manager) will be expected to work as part of a multi-discipline team working essentially on large blue chip cross-media campaigns – online and offline - and some more specific online projects.

As well as being passionate about your role, you will be responsible for establishing and strengthening client relationships and will proactively manage day-to-day activity and opportunities for strategic development of their accounts.

**Main duties:**

The ideal candidate will have at least three years experience of working in an Agency side account management role. You will work closely with Account Director, and both Creative and studio teams (online and offline) to manage the effective delivery of client projects, ensure profitability targets are met, manage client expectations and ensure continual innovation within each account.

**Person specification:**

This role will suit you if you are a highly motivated, well organised individual with excellent communication skills and the ability to work under pressure whilst problem solving. You will need to be self-disciplined with a strong work ethic able to meet tight deadlines while still producing high quality work.

You will love relationship building and also coming up with relevant proactive ideas. You won't mind getting stuck in when the workload is at its peak and you'll enjoy the diversity of products and markets we get involved with every day.

**Skills and Experience:**

- Knowledge of leading/managing projects through to completion – from writing full creative briefs, managing complex stages of amends, liaising with internal departments, costing, financial tracking, and quality management
- Excellent verbal and written communication skills
- Excellent team-working skills
- A confident, customer-centric and professional attitude to work
- Experience of working in a client-facing role
- The ability to work to tight deadlines, successfully delivering on time and to budget

**Career progression:**

This position will enable the ideal candidate to grow within a fast paced department. The anticipated growth of the department implies additional responsibilities and experience over the coming years.

**Salary:**

£25-32k (depending on experience and whether AM or SAM role)