

**** NEW JOB**** A lifestyle marketing firm is seeking an Account Executive. Paying £23,000 and based in Waterloo. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Account Executive

Location: Waterloo

Salary: £23,000

JOB SUMMARY

A key member of the team working across a global client base, the primary purpose of this role is to support the wider account management team in servicing our client/s.

This position requires an individual who strives to build a career in marketing communications and project management. The candidate must be adaptable to working with a range of stakeholders, demonstrate an ability to manage numerous tasks concurrently, have a high attention to detail and strong willingness to learn.

Key Responsibilities:

Project Assistance

- Assist in managing stakeholder relationships, client communication, agency partners and where relevant, 3rd party rights holders
- Assist and support the account management team in the planning and delivery of diverse projects according to the client's brief
 - Undertake research to assist with campaign and project plans
 - Execute set tasks as part of the campaign activation strategy
 - Brief and manage (on and off site) external suppliers and agencies ensuring they deliver against contracts and to an acceptable standard
 - Assist with onsite client requirements at selected events
- Use templates and reports to ensure that projects are delivered on-time, on-budget and with superior quality
- Add value to campaigns and projects by developing ideas for innovative consumer/fan and guest experiences
- Any ad-hoc tasks required as part of the delivery of the campaigns and projects

General Account Management

- Support the team with financial processing
- Correspondence preparation such as meeting minutes and status reports
- Support the team in preparing client presentations
- Undertake research projects

- Manage requirements for our internal creative team, including briefing and feedback
- Manage inventory and stock sourcing and re-ordering
- Assist the team with debriefs and evaluations
- Any other ad-hoc tasks required to deliver broader agency projects

The Candidate Must Possess:

- An ability to prioritise, multi-task, be flexible and work under pressure
- Excellent communication & interpersonal skills
- A proactive approach and solution orientated mind-set
- High standards and attention to detail
- Excellent time management skills