

Job title

Account Executive

Company name and postcode

Creode, LS1 5QS

Job summary

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

An effective Account Executive will be able to support their Senior/Account Manager in executing work. Developing relevant skills and understanding of roles/responsibilities, procedures of internal departments and the needs of others is key at this level and will equip you with the knowledge to be able to liaise with your account team and departments and get the best out of them.

By helping your account team to retain and grow clients through efficient use of internal systems and a sound knowledge of all the agency's departments you will contribute to the development and growth of the agency thus achieving personal recognition and reward.

Essential skills, experience and qualifications (please do not use bullet points)**Education**

'A' levels essential, degree preferred

Any kind of marketing or business-related qualification would be useful

Any kind of experience of working in any kind of marketing agency (PR, digital, media, advertising) would be useful but not essential

Commercial experience working in a professional services or business service industry would be preferred

Good verbal and written communication skills, with the ability to communicate with colleagues and clients at all levels is essential in this role

Highly developed organisational skills, excellent attention to detail, and the ability to work independently to ensure projects are managed effectively. Experience of handling large volumes of work and working to tight, fast deadlines.

This role requires someone with real initiative who is be well organised and tenacious in their approach

Full understanding of the following systems and tools is essential - GSuite (google docs, slides and sheets)

Some understanding of digital media and Google analytics would be useful

Number of hours per week

This is a full time role working approx 37.5 hours a week

Working pattern and contracted hours (including any shift patterns)

5 days a week, 9am to 5.30pm

The role will also be entitled to 25 days holiday per year

Workplace pension and other benefits

Hourly rate of pay

The starting salary will be £18K per annum