

# Account Manager/Senior Account Manager – £40-50K

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## Job Summary

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Vacancy : 5

Deadline : Sep 29, 2023

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Employment Status : Full Time

Experience : Any

Salary : Up to £50k

Gender : Male

Career Level : Top Level

Qualification :

## Job Description

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Are you a really brilliant Account Manager or PR Manager that wants to take the next step into one of the country's most prestigious agencies, and work on some of the biggest consumer brands? If you tend to lead by example and are just as capable of supporting a client strategy, as helping the team generate coverage, then this could be the role for you. You should have exquisite attention to detail, high standards and be tenacious. Thoughtful yet action oriented - you will live and breathe media and understand all channels of communications. You will be the go-to for your client and be apt at building relationships based on trust, the safe pair of hands that makes sure the Account Directors know things will be done on time and that they can leave work to you and don't need to step in. You will also take an active role in developing junior members of your team, happy to share your expertise and be someone they look up to and want to do their best for. The agency is renowned for its' consumer and impact work, but also straddles the corporate world, so experience managing stakeholders across multiple functions for big brands will be a major plus. As an agency that regularly contributes to People Like Us and things like the Pay Gap Report, they keenly want to improve diversity in the industry, so would love to see candidates from non-typical backgrounds that offer varied perspectives. They also pay well and offer great benefits. Your role will cover things like:

- Be the go-to for your client and leading in regular client meetings
- Troubleshoot and resolve issues for clients
- Being the engine room of your accounts, managing and acting as quality control for the day-to-day team and ensuring they're fulfilling their duties and delivering work and reports on time
- Drafting, managing and overseeing budget trackers
- Creation of fee schedules and managing team time to guard against over-servicing
- Updating the Account Directors and team leads proactively and managing up where necessary
- Writing press releases, pitches and plans, checking other's client work
- Writing media and social strategies
- Creating supplier briefing documents, NDAs and contracts
- Contributing to monthly meetings and championing your team
- Taking in active role in developing junior team members
- Taking an active role in new business decks and client plans, as well as taking part in pitches
- Utilising your network of contacts to support press pitches
- Managing crisis communications with media and working with senior stakeholders and team members to draft and offer response or comment when necessary
- Building and managing senior media relationships and stakeholder interviews
- Writing messaging and talking points for clients and managing briefings

So if you come from a consumer or corpsumer background, don't get flustered by being busy and are an inspiring and detail focused team leader, please drop us a line.

## Education & Experience

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## Must Have

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## Educational Requirements

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**Compensation & Other Benefits**

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As per company policy