

Account Manager

Are you an experienced Account Manager, or just superb at being organised and ready for a challenge?

Are you somebody who wants to add value at every stage? If so, read on!

22 Create have a brilliant opportunity within its growing agency. Based in Derby and working on a variety of Design for Digital as well and Design for Print projects across a varied portfolio of sectors, you will have a keen eye for detail and a tenacious, supportive attitude. Oh, and buckets of personality.

This role will be suitable for an Account Manager wanting a new challenge, or a Senior Account Executive stepping up. It would also be suitable for a client-side Marketing Manager, or a well organised all-rounder ready to join a fast paced, creative agency! It's an awesome opportunity that might just be what you're looking for.



Key responsibilities include:

- Managing campaigns from brief through to execution for key clients
- Managing and maintaining relationships with clients
- Leading internal teams to ensure campaign deadlines are met
- Budget management

Requirements

- Taking full responsibility of the day-to-day management of projects
- Liaising between clients, suppliers and our in-house production team to complete the tasks required for each project
- Proactively learning about each client and their needs, acting as an extension of their business and marketing team
- Listening to and interpreting client requests into a straightforward brief for our in-house production team
- Presenting concepts and designs to clients, with a clear understanding of how it meets their brief and being able to explain our approach to the project
- Having a basic understanding of some of the components of graphic design, such as file types, colour codes, image sizing etc.
- Managing all projects within specific budgets and timescales
- Creativity and idea generation for internal and client marketing campaigns
- Having a good understanding of the components of marketing, including paid advertising, social media, search engine optimisation, direct marketing, re-marketing, copywriting, persona profiling and brand consistency

What you'll get from us

- An hour's lunch break every day, with occasional team lunch outings.
- Two team days out per year, for walks in the countryside and other fun stuff.
- Free parking onsite.

We're looking for someone with:

- An extensive amount of experience managing fast paced campaigns across both print and digital in either an agency or client-side environment
- Or, somebody looking for a career change but has the right skills and attitude
- The ability to create relationships with clients and internal teams
- Strong, personable and fun attitude!

- Adopting our clients' tone of voice and ethics when preparing a piece of written work on their behalf, such as a presentation or blogs
- Co-ordinating events and meetings on behalf of 22 Create and our clients
- Identifying and acting upon new business development opportunities
- Identifying and acting upon opportunities to up-sell and cross-sell services to existing clients
- Preparing agendas, attending, writing minutes and following up on client meetings
- Communication via email, telephone and face to face
- Pre-planning studio production time based on upcoming and ongoing projects
- Being involved in the pitch process for new projects, including the preparation of written proposals, email quotations, completing tenders, and delivering presentations
- Having a basic understanding of the functionality and user interface of WordPress websites, including managing content and scheduling maintenance with our developer
- Sourcing and liaising with suppliers for various requirements such as developers, print, marketing, PR, exhibition materials etc.

- As much tea and coffee as you can drink!
- Christmas closedown for a week.
- 20 days holiday plus bank holidays.
- A cool shared Spotify playlist.
- A competitive salary.

To apply, email us with a CV and covering letter explaining why you're a good fit for the role, at hello@22create.co.uk using the reference "Account Manager Vacancy".

Closing day is 15th November 2019.

