

**Job Title:** Senior Account Manager

**Department:** Client Services

**Location:** Bournemouth

Quantum is an Independent integrated Agency of 30 passionate and dedicated staff.

For over ten years we have created high profile national campaigns for some of the UK's biggest brands. We take a planning based, insight driven approach to creating conceptual campaigns and have our fair share of fast turn around design work too. We take pride in all of our work and our Clients trust us to know their brands, push the boundaries of creative but always adhere to their guidelines.

We have an enviable Client list, of which we are truly proud and due to continued growth are looking for a talented Account Manager / Senior Account Manager.

We're looking for a leader and a relationship builder who can think big yet deliver on the detail. Ideally FMCG or drinks experience is preferred but it's attitude, passion and commitment that will make sure you fit in at Quantum.

The work is varied and covers all channels including experiential and digital. You will have an excellent account management team to work with and a brilliant Creative team to inspire.

You will be used to managing at least one direct report and have a keen commercial eye, we want to grow business by adding real value and taking a strategic lead with our Client that comes from knowing their business and their sector as well as they do.

You will have a strong creative instinct and an opinion worth hearing.

Ideally an experienced Account Manager looking to take the next step, you'll be looking for a long term role in an Agency where you can develop and make a difference.

## Key Responsibilities

### 1. Client Relationships

- Developing a strong relationship with Clients
- Developing a solid understanding of the Client's and competitor's marketplace in order to apply insight and understanding to positively impact their business
- Representing the agency in a professional manner

### 2. Account Management

- Effective delivery of day-to-day projects
- Ensure projects are managed effectively and completed on time, in budget and in line with strategic objectives
- Proactively provide project status information to Manager and team
- Work in partnership with the team to create insights that drive creative excellence

### 3. People Management

- A collaborative approach to working closely with team members – both account handlers and creatives
- Ensure ongoing development of team members to help them broaden their skill set

### 4. Internal communication

- Effectively communicate across the team, maintaining a motivating and positive environment and ensuring outstanding team work
- Build relationships with colleagues throughout the Agency

### 5. Financial

- Responsible for managing and reporting day-to-day costs of projects through effective financial planning and management
- To identify and leverage all additional revenue opportunities within existing Client base

## Candidate Profile

Currently an established Account Manager / senior Account manager in an integrated agency environment with a good understanding of the FMCG and retail sectors and the following attributes:

- Good business and financial acumen
- Appreciates great creative work and be able to judge it accordingly – you will be given the opportunity to lead the creative, working closely with the creative team
- Excellent presentation skills (writing and delivering)

- Work well under pressure
- Excellent organisational skills
- Strong attention to detail
- Good time management, people and project management
- Excellent communication skills
- Express ideas with clarity, confidence and logical reasoning
- Work proactively and independently, and as part of a team

**Experience and Knowledge**

- At least 3 years experience in an agency environment:
- Experience delivering experiential and events
- Solid consumer account experience
- Knowledge of FMCG/retail market
- Experience of working in a below the line agency environment
- Experience working with blue chip clients
- Experience of working with a creative department and suppliers as well as sound knowledge of the print process
- Educated to degree level (or equivalent)
- Marketing qualifications (ISP, IDM, CIM)
- Strong IT skills (MS Outlook, Word, PowerPoint, Excel)