

Recruitment Brief

Job Title: Account Executive

Department: Client Services

Location: Bournemouth

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

For over fifteen 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 Exec to support our team.

We're looking for a passionate project manager and 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 your time and have a keen commercial eye, a willingness to learn and an attitude of rolling your sleeves up and getting stuck in.

You will have a strong creative instinct and an opinion worth hearing and be looking for a long-term role in an Agency where you can develop and make a difference.

The role

Core objective of the role

- To maintain and grow existing accounts through the exceptional day to day management and delivery of projects,
- Build relationships with clients.

Specific Account Responsibilities

- Be the main point of contact for clients.
- Develop strong relationships with your clients based on solid delivery of work and adding value.
- Project manage all jobs through the agency from initial brief through to delivery.
- Deliver projects on time and to budget.
- Proactively create opportunities to get to client offices and add value through proactive initiatives and your knowledge and passion of their business, their challenges and what their competitors are doing.
- Understand the critical importance of the Client/Agency relationship.

Supporting the Account Director in delivering key projects, including:

- **Social Media:** including the monthly planning, creation of content, generating post images and monitoring pages. Add value through strategic planning and analytical reporting. A strong knowledge and understanding of Facebook and Twitter is important.
- **Experiential:** involvement in the planning, delivery and evaluation of experiential activations.
- **Studio:** the briefing of designers according the client requirements, processing studio amends and sending design concepts to clients
- **Print and Production:** sending collateral to print, including generating production specifications in partnership with suppliers, preparing purchase orders and co-ordinating deliveries.
- **Account Management:** General account management skills are essential to ensure the smooth and efficient delivery of projects. This will include attention to detail, budget and time management, timely quoting, invoicing and reporting.

Candidate Profile

Currently an Account Exec in an integrated agency environment or equivalent experience from placements, with a good understanding of the FMCG and retail sectors and the following attributes:

Team Responsibilities

- Work within a core team to deliver a range of projects
- Develop relationships with colleagues to ensure efficient management and delivery of projects
- Working closely with the wider team to ensure transference of skills and best practice

Essential Attributes

- Polished, professional demeanour, projecting confidence and enthusiasm for the business
- Ability to juggle a number of projects and tasks simultaneously and consistently deliver high quality work to tight deadlines
- Ability to build and maintain strong working relationships with clients, rights holders suppliers and agency colleagues
- Solid communication skills – written and verbal, with an appreciation of appropriate tonality
- Strong organisation and time management skills
- Strong IT skills including Excel & PowerPoint
- Excellent attention to detail
- Experience of social strategy, including the management of Facebook and Twitter pages.