

Account Manager

If you're a people person with a desire to work with, and build relationships with exciting international brands you might just be the person for us!

We're looking for an experienced Account Manager with brand, integrated campaign and digital experience to join our Client Services team. This is a fantastic opportunity to join a highly talented, creative and friendly team working with a varied range of clients.

As Account Manager, you will manage day-to-day client relationships across a full range of print and digital projects. You should already have an established knowledge within these areas but be looking to grow your experience across integrated campaigns, print, social and digital, as well as developing your understanding of brand strategy.

Responsibilities

- Be your client's trusted go-to person and the lynchpin for projects within the agency.
- Be empathetic to the needs and challenges of your clients and respond accordingly, understanding that the relationship is bigger than just the projects you deliver.
- Being a dependable team player, confident in collaborating with all other departments within the agency.
- Act as a liaison between our clients and agency colleagues, ensuring all parties are kept up to date on project delivery, and be focused on delivering projects efficiently on time and on budget.
- Taking and understanding the broader context of client briefs and developing inspiring internal creative briefs, assessing and ensuring that all output is on brief.
- Manage client feedback on agency work, challenging effectively where necessary and communicate feedback to the relevant internal teams.
- Monitor campaign performance and ensure clients are updated on a regular and timely fashion, providing recommendations on an ongoing basis.
- Be accountable for the financial performance and management of your projects, ensuring tight control of project costs and resources.
- Have a good eye for detail, ensuring the quality and accuracy of all output.

What we're looking for

- At least 3 years' previous agency experience in an account handling role is essential.
- Experience of delivering client projects to pre-agreed quality, cost & time criteria across a range of disciplines (specifically, print and digital).
- A strong team player who can work within a dynamic and sometimes high pressure environment
- Strong communication skills, excellent organisational, time and self-management skills.
- Strong attention to detail and a quality focus.
- Strong sense of initiative and ability to work under pressure.
- Knowledge of all agency functional areas; including research, creative, production, social media and digital.
- Excellent oral and written communication skills, with a confidence in presenting.
- An ability to manage and develop strong relationships with external vendors.
- Preferred line management experience, managing/mentoring at least one person.
- Track record of managing clients in blue chip businesses.

Job Type

Full-time

If you are interested in this role, please email your CV to reception@teviotcreative.com

No agencies please.