**Account Manager, Esports**

**Position Title:** Account Manager

**Division:** Octagon EMEA **Division Location:** Madrid, reporting to BCN and LDN **Salary:** € Competitive **Full Time:** Yes

Following a spate of new business wins, we’re looking for an Account Manager to help manage our gaming and Esports output, ensuring that they are a trusted pair of hands in the eyes of the client, creating sound relationships with their direct team, the wider agency and suppliers.

You’ll ensure that all project work is delivered to the highest possible standard, on time and to budget, pulling on other agency divisions when needed.

You should be full of energy and have a positive ‘can do’ attitude that you share with the team, alongside priding yourself on delivering excellence in client services and high standards project delivery across the board.

**You will be responsible for:**

* Building and sustaining solid, unshakeable relationships with clients, suppliers and agency partners alike
* Gaining the trust and respect of the client, through day to day contact, raising your profile and ensuring a strong relationship is built between Client and Agency
* Maintain strong internal agency relationships, commanding respect across agency departments with the objective of getting the best out of the team around you while ensuring the resource is used profitably
* Managing administration across projects and ensuring successful servicing of those accounts by the account team, including production of status reports, timing plans, contact reports, meeting agendas etc.
* Production of proficient PPT and excel documents, as required
* Creating clear and concise estimating and prompt billing
* Providing accurate administration and budget allocation across projects
* Ensuring that the highest quality of work is produced profitably and within available budget
* Playing an active role in the creation of strategy and idea development across projects
* Exhibiting effective time management across multiple projects simultaneously, with the ability to determine priorities, both personally, within the team and across the agency
* Assist in the creation and development of new opportunities from existing client relationships
* Applying a solid understanding of relevant suppliers, their processes and briefing
* Outlining, organising, writing and delivering presentations.

**What we are looking for:**

* A genuine passion and knowledge around gaming and Esports
* A minimum 3 years of agency experience
* A demonstrated passion for and experience with events
* Exemplary attention to detail along with excellent organisational and time management skills –
* project management experience will be beneficial
* A willingness to travel around Europe on regular basis
* Proven ability to adopt a self-motivated, methodical, problem solving approach to work.
* Proven and demonstrable ability to achieve defined goals in a proactive business environment.
* Experience of assisting in managing large, global level budgets
* Experience of managing simultaneous work streams confidently and calmly
* Ability to develop strong working and management relationships with staff, contractors and clients at all levels.
* Good written and verbal presentation skills.
* Computer literate with Microsoft Office experience with demonstrable PowerPoint/ Document presentation skills.

**The following are desirable but not essential:**

* Specific gaming and Esports industry background
* Additional background in other entertainment facets including music and film knowledge
* Additional language skills, particularly French or German.