

JOB DESCRIPTION

Position Title: Account Manager
Reporting To: Account Director
Department: Client Services
Location: FRUKT HQ - UK

GENERAL SUMMARY

The role of an Account Manager is crucial, having responsibility for managing and implementing their account, ensuring that they are a 'safe pair of hands' in the eyes of the client and creating sound relationships with their direct team, the wider agency and suppliers.

The Account Manager helps to ensure that all project work is delivered to the highest possible standard, on time and to budget, pulling on other agency divisions when needed.

An Account Manager should be full of energy and have a positive 'can do' attitude that they share with their team. They should pride themselves on high standard project delivery across the board.

KEY RESPONSIBILITIES

- To build a solid, unshakeable relationship with clients, suppliers and partners.
- To gain the trust and respect of the client from day to day contact, raising your profile and ensuring a strong relationship is built between Client and Agency.
- To be able to build and maintain strong relationships and command respect with agency departments with the objective of getting the best out of the services available while ensuring the resource is used profitably
- To manage administration across projects and ensure successful servicing of those accounts by the account team. Producing: Status Reports, Timing, Plans, Contact Reports, Agendas, etc.
- To produce proficient PPT and Excel documents as required
- Create clear and concise estimating and prompt billing
- Provide accurate administration and budget allocation across projects
- Ensure that the highest quality of work is produced profitably and within available budget
- To assist in the creation of strategy and idea development across projects
- To manage those for whom he/ she is responsible, inspiring loyalty and commitment and maintaining strong motivation. Able to delegate effectively
- Provide excellent time management on projects with the ability to determine priorities (with the team and the agency)
- To support in the creation and development of new opportunities from existing client relationships
- Possess and apply a solid understanding of relevant suppliers, their processes and briefing
- Capable of outlining, organising, writing and delivering presentations.

REQUIREMENTS

The following are essential:

- Educated to degree level
- Minimum 4 years agency experience - 2 years of which must be working at a global level, understanding the HQ and local market dynamic
- Must possess exemplary attention to detail along with excellent organisational and time management skills – project management experience a benefit.
- 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.
- Display 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:

- Experience of working within a 'regulated' industry category
- Additional languages to English

SALARY

On enquiry.

HOW TO APPLY

Please email iwanttowork@wearefrukt.com