

PEOPLE WITH PURPOSE

ROLE: JUNIOR ACCOUNT MANAGER

ABOUT US:

2112 – Work with Purpose

We are the agency with purpose. We are growing team of strategists, creators and technologists helping our clients deliver more impactful and engaging stories to their audiences.

You have an eye for detail and a hunger for progress – you are Junior Account Managers with experience, yet have more to prove. You've done digital and more. Now you want to be part of a forward thinking, respected and experienced agency team, working with international and global financial services clients, across continents, with a media agnostic approach.

You are great with managing multiple projects and juggling balls, ensuring client campaigns, projects and marketing assets are delivered with energy and accuracy, often working within tight schedules.

WHAT'S NEEDED: Description

As growing and digitally focused Junior Account Manager you'll part of our Client Services Team, working with an Account Manager and Account Director, to help guide and develop you, while working on some of our key accounts.

The purpose of this role is to support the client services team and their clients, getting involved with briefs, ensuring projects are delivered on time and managing clients day to day needs, from digital campaigns, communication and product asset production, videos and more. The scope of work is varied; from PowerPoint presentations on behalf of fund managers, through animated films, digital advertising, literature, exhibition stands and promotional items to websites.

It's fast moving and intense but rewarding and you have to have a keen eye for detail to make sure everything we do for our clients runs perfectly.

You'll work alongside our creative and digital teams to deliver great agency outputs, liaise and support clients requirements, ensure we're always on brand, while also writing client contact reports, monitoring the effectiveness of campaigns, undertaking administration tasks, arranging and attending meetings and more.

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Previous Account Executive/Junior Account Manger experience, ideally 2+years is required, along with great organisational skills, a real eye for detail and grasp of the written word, while some experience of working within Financial Conduct Authority regulations would be a real bonus.

A BIT MORE INFORMATION FOR YOU:

- Meeting (virtually at the moment) and liaising with clients to discuss and identify their advertising/marketing requirements
- Working with agency colleagues to devise and implement advertising/marketing campaign that meets the client's brief and budget
- Presenting alongside agency colleagues (particularly the Account Manager), the campaign ideas, the timing plan and the budget to the client
- Working with the Account Manager to brief media, creative and research staff and assisting with the formulation of marketing strategies
- Liaising with, and acting as the link between, the client and the agency by maintaining regular contact, ensuring that communication flows effectively
- Keeping both clients and agency staff informed about the details of campaigns
- Presenting creative work to clients for approval or modification
- Managing project costs and invoicing clients
- Writing project briefs and client contact reports
- Monitoring the effectiveness of campaigns
- Managing the everyday to undertaking administration tasks
- Organising client/agency meetings and coordinating diaries
- Learning how to add value to the client relationship, making 'pitches', along with other agency staff, to try to win new business for the agency and deliver more for our clients

WHAT WE REQUIRE FROM YOU:

- 18 months - 2 years practical experience in a marketing communications management role is essential
- 18 months - 2 years experience working within a B2B agency
- A background in financial services is also highly desirable

WHAT'S IN IT FOR YOU:

- The chance to grow and develop your client services and marketing skills in an agency with real purpose and drive, that definitely going places
- Gain bigger experience across multiple international and global financial client brands giving you great future opportunities too
- A great package that will grow as you do and includes, competitive salary, pensions, private health, great social scene within an open and trusted culture.

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