

ACCOUNTS EXECUTIVE

Salary: Competitive, dependent on experience – Starting salary of 23K-28K per annum with the opportunity to progress.

Contract terms: Full-time, permanent

Location: Liverpool Innovation Park, Edge Lane, Liverpool

Benefits: 23 days holiday plus bank holidays, Pension Contribution, Company Bonus.

The Role:

As Zut's Account Executive, you'll work within our multi-service agency, acting as a link between us and our clients. You'll be responsible for the coordination of our projects, productions and campaigns and therefore communicating clearly to all those involved.

Understanding the needs of our clients is vital, which you'll learn through liaising closely with them often on a daily basis. You'll also manage administrative and campaign work to ensure that projects and productions are completed on time and on budget.

Responsibilities:

- Day-to-day contact with a range of clients, managing the progress of projects and productions.
- Interpret client needs to brief internal teams.
- Develop creative solutions to answer client briefs and needs
- Collaborate with our team to develop solutions that exceed client requirements
- Act as quality control at each stage of the process
- Proof/test all materials before they are shared with our client.
- Quickly escalate issues internally where you are unable to resolve them
- Highlight and act upon commercial opportunities
- Conduct regular client reviews to ensure high levels of service

Experience and skills

Essential

- Proven previous experience in a similar agency position (minimum 2 years)
- Knowledge of agency environment
- A customer-centric approach
- Strong project management skills
- Financial/commercial awareness – experience of producing and monitoring budgets
- Persuasiveness with evident negotiation skills
- Confidence and ability to build relationships
- Ability to work collaboratively with all team members to deliver client requests in a timely manner, to a high standard.
- Ability to manage multiple projects at a time, calmly and efficiently
- Ability to estimate workload to meet timelines and requirements
- Exceptional organisation and a high level of attention to detail
- Positive can-do attitude and ability to use initiative.
- Innovative problem-solving skills to find solutions and make decisions.
- Ability to take and follow direction, while also having an input
- Excellent communication and presentation skills
- Understanding of filming and video editing constraints - experience of the full lifecycle of video production but an appreciation for other media and digital channels is important

Desirable

- Experience working in the sports and/or education sector
- Understanding of Marketing Agency or Production Company
- Marketing or Business Degree

Application deadline:

Friday 22nd January

Start date: early 2021

Application process:

Please send your CV and covering letter (no more than one page) to jobs@zutmedia.com with the position title in the subject of your email.