

Reference ID: 44E - AM

Application deadline: 31/12/2023

Job Types: Full-time, Permanent

Salary: £30,000-45,000 (based on experience)



Account Manager

Looking for an exciting new opportunity? Want to be part of a fast-growing creative business?

44 Communications is a young, dynamic agency with some great people and some great clients.

We are an internal communications company that specialises in engaging predominantly employee audiences.

We require a talented account manager to create industry-leading colleague and stakeholder communications.

The successful applicant will be:

- **First-class** – a proven track record in producing quality internal communications projects that are planned, integrated and measured.
- **Adaptable** – Based in our Leamington office and working flexibly from client sites too.
- **Collaborative** – Great with people and adept at building lasting client and team relationships.
- **Creative** – Brimming with creative energy, technical flair and passion for the job!

Terms: This is a full-time role. Salary is dependent on experience.

Please send us a covering letter explaining why you think you fit the bill and your CV.

Deadline for initial expression of interest: 31 December 2023.

DIMENSIONS

- The Account Manager is employed to lead and support the day-to-day operation of the company's communication projects.
- Reporting to the designated Account Director (AD), the AM undertakes a wide range of creative project work to help the company deliver the best possible levels of service and end quality to its clients.
- As the AM's client knowledge/experience increases, these tasks will evolve accordingly in line with specific project and wider business requirements, and the AM's own personal development plans.

www.44communications.co.uk

+44(0)1926 888 776 | 2 Euston Place, Leamington Spa, CV32 4LE
VAT Number: 919 0207 39 | Company registration number: 6192650

Reference ID: 44E - AM

Application deadline: 31/12/2023

Job Types: Full-time, Permanent

Salary: £30,000-45,000 (based on experience)



KEY JOB AREAS:

Project-based tasks (in no specific order)*

- Leading high-quality communications projects or campaigns
- Client relationships – day to day service and development as required
- Attendance at client meetings – as required
- Content research, writing and editing as required
- Content clearance – overseeing progress, proofing and managing reviews
- Picture briefings, organisation & direction – as required
- Creative input – ideas/suggestions
- Project management – schedules, process admin & data maintenance
- Commercial administration – estimates, billing plans, costs and invoicing
- Use of in-house software – Synergist - for project management and financial information

Measure

1) Weekly reviews (Every Monday – team meeting)

2) Regular face to face updates with AD or BD (min weekly)

3) Service reviews: KAMs (monthly) and SR (quarterly)

Client service, marketing & new business (in no specific order)*

- 44 Brand development and input – as required
- Competitive tendering/pitch work – as required
- Business development – opportunities and networking
- Membership bodies – events and awards entries
- 44 event organisation/participation – as required
- Marketing collateral input – as required
- Press releases & promotional campaigns – input and ideas
- Website – ideas and input
- Development of existing client database
- Implementation of standard editorial processes and quality mark.

Measure

1) Weekly reviews (Every Monday – team meeting)

2) Regular face to face updates with AD or BD (min weekly)

3) Service reviews: KAMs (monthly) and SR (quarterly)

www.44communications.co.uk

+44(0)1926 888 776 2 Euston Place, Leamington Spa, CV32 4LE
VAT Number: 919 0207 39 | Company registration number: 6192650

Reference ID: 44E - AM

Application deadline: 31/12/2023

Job Types: Full-time, Permanent

Salary: £30,000-45,000 (based on experience)



General office (in no specific order)*

- Supervision/support of other colleagues in the office.
- Training/development of colleagues as required.
- E-mail & post – inbound/outbound messages
- Telephones – fielding calls and general message taking
- Personal IT maintenance, regular back-up & trouble-shooting – as required
- Use of forms and processes as required (e.g. ISO)
- Proper use and care of equipment and materials for which the role has responsibility.
- Development of partner network base.

Measure

1) Weekly reviews (Every Monday – team meeting)

2) Regular face to face updates with AD or BD (min weekly)

3) Service reviews: KAMs (monthly) and SR (quarterly)

_ *These lists of duties are not exhaustive and the jobholder will be required to carry out any other duties that may be deemed to be within the scope of this position.