

# JOB SPEC.

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**POSITION: DIGITAL ACCOUNT  
EXECUTIVE/JUNIOR ACCOUNT MANAGER**



[www.plus-two.com](http://www.plus-two.com)

# OVERVIEW.

Digital Account Exec/Junior Account Manager required to join an independent creative technology agency based in Covent Garden.

Our small close-knit team work across a wide variety of well-known brands. With strong creative and technical capabilities, we work closely with clients to design and develop an exciting mix of digital projects across a number of sectors. This is a diverse role with plenty of scope for personal development for the right candidate.

## Role will include:

- Maintaining and developing existing client relationships. This will involve meeting and liaising with clients to discuss, identify & understand their requirements to develop briefing documents.
- Working with the team to formulate strategies and produce innovate and proactive solutions to client requirements.
- Briefing in house designers and developers, as well as external contractors.
- Writing briefs, reports and project plans.
- Managing multiple digital projects through the studio. This will include HTML email campaigns, website design and development, application design and development, banner ad campaigns, presentations and 3D content.
- Managing social media accounts internally as well as for clients.
- Monitoring and analysing project results, producing regular written reports.
- Assisting with organisation of studio resource.

- Arranging and attending meetings.
- Assisting with the preparation of tenders and pitches along with other agency staff, to try to win new business for the agency.
- Undertaking general administration tasks.
- Contributing to the success of the agency through a proactive and positive attitude to all of the above.

## **IDEAL CANDIDATE PROFILE.**

- Between 1 - 3 years' digital account management experience, ideally agency side
- Relevant degree
- Eagerness to learn
- Strong interpersonal / client handling skills
- Excellent organisational skills
- Strong team player
- Capable of working with minimum supervision
- Comfortable with, and an interest in, both the creative and technical aspects of digital marketing
- Confident
- Ability to multi task
- Excellent written communication skills

**Reporting to:** Sarah Hirst - Account Director

**Salary:** Dependant on experience

If you are interested in applying for this role please email your CV and cover letter to [info@plus-two.com](mailto:info@plus-two.com) FAO Sarah Hirst.