

# We're looking for an Account Executive!



## Who are we?

Electric House is a social media agency with a difference – we're a publisher too. We create, produce and distribute shockingly good video content through our social media communities (and beyond), earning untouchable results for our clients.

A career with us is a vibrant one - we're a rapidly growing agency, based in one of the most iconic offices of the West Midlands. And, whilst we may be getting bigger, we pride ourselves on the family-style culture at the heart of our business.

We look for people who want to be a part of that culture, which means people who share our values. We create together, we believe in being passionate and honest, and we always strive to have a consistent positive impact on the business and on the people around us.

Our founder set out to create a company where nobody hated Mondays, or felt undervalued, and we work hard to uphold those principles. 96% of respondents in a recent team survey said they would refer a friend to work with us, so hopefully, we're doing a good job.

If you're looking to be part of something special - something dynamic, and exciting - Electric House could be the place for you.

## The role

The Electric House Client Services team ensures smooth day-to-day project management on key client accounts. This ranges from taking client briefs, managing internal project resource allocation and monitoring account commercials. The team act as the face of Electric House, building long-lasting relationships and helping our clients hit their business objectives.

The role of an Account Executive is to provide day-to-day support for the team and to support the delivery of client briefs.

As Account Executive, you will:

- Support the Client Services team on a day-to-day basis by tracking progress on projects and keeping project documentation up to date
- Take ownership of any administrative tasks on projects, including diary management and note-taking
- Proofread various internal and external documents and client social posts
- Liaise with team members across the business to ensure the content meets client requirements. This may include attending shoots from time to time



- Stay on top of the latest digital / social media trends and build a sound knowledge of the client's sector, competitors and customers. This will allow you to effectively contribute to creative sessions with ideas which resonate with key stakeholders and customers
- Support the Account Manager / Director with new business pitches and post-campaign reports
- Arrange and attend client meetings in a supportive capacity

## The Successful Candidate

The role is well suited to someone at the start of their career who is looking to join a company where they can develop and hone their skills with the support of a fantastically talented Account Management team.

- An understanding of social media platforms and the role it plays in helping our clients hit their business objectives
- Comfortable working in a fast-paced environment, and able to effectively manage multiple projects at once
- Hard-working, with an approach that 'no job is too small'
- A positive approach and willingness to learn.
- Exceptionally organised, able to juggle multiple projects at once
- An interest in video content creation and social media
- Excellent written and verbal communication skills
- Confident meeting and communicating with new people at all levels
- A creative thinker who is comfortable proposing new ideas
- Able to travel to locations across the UK, as required for shoots and client meetings
- Experience within advertising or marketing would be advantageous, either gained from within an in-house or agency environment

## The Detail

Salary: Competitive

Holidays: 20 days per year, plus 1 additional day for your birthday and 1 additional day for your work anniversary

Job Type: Full-time

Start Date: Immediate.

How to apply: Send your CV and covering letter to [kelly@cultureheads.co.uk](mailto:kelly@cultureheads.co.uk). We are committed to equality of opportunities and would ask that you remove your name, date of birth, gender, ethnicity, and country of origin from any documents you submit. We just need your phone number to give you a call if your application is successful.