

Job Description:
Account Manager

Deadline for submissions:
Midnight, 18th May 2017

We're on the lookout for an Account Manager to bring their knowledge and inspiration to our growing agency.

No recruiters please

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Brands we've helped



Overview

Confederation Studio wants to be known as the ‘Go To’ creative agency for high growth startups and we only want to work with organisations that are purpose driven. We have already worked for four in the top 50 UK startups list. We are looking for an Account Manager who shares this vision: who considers the bigger picture, has excellent organisation skills, whilst mixing this with a creative outlook.

What we expect

As an Account Manager you will be in charge of representing us to our clients, ensuring a quality service — by showing us and them how to run projects efficiently, communicate effectively and ultimately help us to deliver quality work. We are a rapidly growing company and for the right person, this role could present a significant opportunity to take on further responsibilities. We are looking for someone with a keen eye for budgets and good time management, who can help our clients achieve their goals and effectively brief our internal teams.

Our type of person

You’ll love variation and problem solving, you’ll be calm and collected but also able to drive things forward to meet deadlines. You’ll have an important mix of soft and hard skills.

A great organiser, who can communicate the client’s needs to our teams whilst maintaining a regular reporting structure and close relationship with our clients.

You’ll enjoy team learning, being a proactive go-getter who can think independently and make recommendations where necessary, whilst listening to the suggestions of others.

You’ll be an independent, strategic thinker who can take a step back from time to time and consider, ‘are we really solving the right problem’?

We’re excited about growing our business and we want you to share this vision too.

Skills and experience

You’ve been an Account Executive or Project Manager in a creative agency and worked in a client facing role before. You will have certainly run small projects and collaborated with others effectively.

You should understand the principles of project management especially in a digital, agile environment, working with straightforward budgets and being able to work promptly to our clients deadlines.

You should be confident in presenting and talking to people, whilst understanding that listening is just as important as talking; plus have experience creating basic presentations and writing straightforward documents.

About us

Confederation Studio started our life in 2011. Our core skills are rooted in brand development; from there we take an integrated approach to finding the right creative solutions to communication problems. We've helped all kinds of organisations achieve their aims, communicate more effectively and build brands that are worth something. We're genuinely interested in technology and how brands live and think about the opportunities digital landscapes offer them. We love working as a team – that means everyone from creatives to clients. It's much more fun, we all learn from each other, and we think it builds stronger relationships and creates braver work.

Dollars and days off

As we grow we want to reward you accordingly and this is a great stage in the life of the studio. We're ambitious and if you help us with our mission then we can reward you accordingly.

Up to £35k for the right person.

We offer 30 days holiday (including public holidays and closing the agency over Christmas).

A 9-5 workday, yes we think that a good work / life balance is important, and flexibility on hours when needed. We're not one of those studios that will ask of you more than it should, so working late is a rarity.

How to apply

Send your CV and any relevant links to: contact@confederationstudio.com

Deadline: Midnight, 18th May 2017

Ideal Start Date: ASAP