

Account Executive

Fixed term contract for 12 months

This is a fantastic opportunity to join Design102, a unique central government design studio working on projects that make a difference to people's lives. You will be responsible for managing accounts and maintaining long lasting relationships with your clients.

This is a hybrid account / project management role where you will be managing day-to-day project activity, liaising with clients, working with designers and lots more.

**Your main responsibilities will include:**

- managing a portfolio of accounts and being the lead point of contact for matters specific to your clients
- building and maintaining strong, long-lasting client relationships
- preparing design quotes and schedules for client approval, liaising with the account managers, design managers and traffic team
- meeting clients for briefings and presenting creative ideas for approval or development along with your design colleagues
- discussing work schedules and status knowledgeably and confidently
- sense and content checking materials supplied at all stages of development
- project managing the successful delivery of creative jobs, working closely with designers and ensuring that the outputs meet client needs and budget

**Essential experience and personal skills:**

- proven account / project management experience and relationship building skills
- experience of working within the creative industry with a thorough understanding of budgets, production and timeframes
- highly self-motivated with a polite, friendly and diplomatic manner
- the ability to communicate, present and influence credibly and effectively at all levels
- experience in delivering client-focused solutions based on customer needs
- proven ability to manage multiple projects at a time while paying strict attention to detail, deadlines and budget
- good commercial awareness to monitor cost effectiveness of in-house service delivery
- excellent verbal, written and presentation skills
- an interest in current affairs

Your application should include your CV.

You can find out more about us at [design102.co.uk](http://design102.co.uk)