

Vacancy:

Junior Account Director/Senior Account Manager

- **Posted:** 6/3/09
- **Contact:** Russell Townsend
- **Location:** Birmingham
- **Contract:** Permanent
- **Salary:** Negotiable

Overview of role:

As part of our growing team Clusta are looking for a Junior Account Director to head up the team of Account Managers at our Birmingham office. The successful applicant will have a proven background in account management, ideally within a digital design agency, and must be experienced in both the planning and the execution of projects undertaken. Exposure to and experience of playing a key part on agency pitches is also preferred.

As an integral part of the team you'll oversee projects for a vast range of brands. You'll drive the digital strategy for the account, and ensure the creative high standards and forecasted budgets are exceeded. You'll get involved with all aspects of the account, and have an excellent knowledge of digital. An experience in working with high profile clients and brands is imperative.

Job Function:

- To head up and support the Account Managers on all jobs in the studio.
- Work with New Business Team to recognise client expectations including involvement in new business pitched and meetings.
- Work closely with the Head of Client Services to build on client relationships.

Candidate Requirements:

- 3-5 years solid agency experience
- Excellent organisational, management and project planning skills, ensuring smooth delivery of projects.
- Ability to work with and for a number of different client contacts.
- Ability to work seamlessly with internal creative and production teams and account peers.
- A collaborative work ethic.

How to apply:

Interested applicants can apply via email only to: russell@clusta.com

Please include:

- PDF cover letter
- CV
- Examples of 3-5 recent projects (providing a description of personal contribution for each) plus an online portfolio.
- Subject line: "Junior Account Director"

No phone calls yet – we're hiring because we're busy, email only.