

## Account Executive

### Do you feel like a change? Just bored in your current marketing or agency role? Or just starting out on your career in marketing?

If so, we might have a position for you.

Due to new client wins we find ourselves looking for an account executive to join our team. Clients are nationally and internationally based and you will have the chance to be involved with them across our core capabilities including branding, campaign creative and PR.

As Account Executive you will be responsible for ensuring the smooth running of client accounts/projects within the agency. This is a training position and you will be encouraged to develop your skills and progress through the agency over the course of 1-2 years.

You will get involved with solving problems, attending meetings, producing contact reports, and documenting progress on a variety of agency projects.

If you are willing to take responsibility you will soon find yourself being paid more with your own clients to look after.

### What we're looking for

You will ideally have around 2 years of industry experience and be educated to degree level in a relevant subject such as business, marketing or English.

#### Some of your responsibilities will be:

- Management of internal systems (Streamtime and Wayahead) including issuing invoices, estimates and forecasts.
- Ensuring all information is up to date in line with internal and client meetings such as client Trello boards or job lists.
- Attending client briefings and gathering relevant data to support the development of planning strategies and creative briefs in response.
- Monitoring project deadlines and budgets, identifying and communicating potential changes that may be required.
- Creating contact reports following client meetings to capture all actions and notes.
- Progressing work through the agency and reviewing/proofing outputs.
- Take responsibility for your development, identifying suitable courses and opportunities.

#### So, you need to be:

- Personable and persuasive, and able to work effectively with a variety of different people.
- Organised, with strong attention to detail and time management skills.
- Effective communicators, both verbally and in writing.
- Able to manage multiple projects, budgets and events.
- Flexible, and able to solve problems.
- Curious about the clients' business and sector.

#### In return we will provide:

- An annual salary of between £18,000 and £25,000 per annum depending on experience.
- A pension contribution of 5%.
- 25 days holiday plus bank holidays, Christmas closing and additional holiday for charity work.
- Flexible working with 50% of time spent in the office.

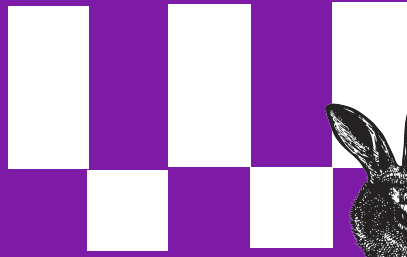
Plus a range of training and development opportunities including regular courses (both internal and external) ranging from 1 hr. seminars to degree level qualifications and beyond. We will also encourage you to obtain the CIM Certificate in Professional Marketing if you don't already have it.

Essentially this is a training position and one in which we expect you to develop and will work with you on a development plan to help you achieve your ambitions.

**To make an application please send a covering letter/email/note to [alexs@lesniakswann.com](mailto:alexs@lesniakswann.com) saying what you could bring to Lesniak Swann, together with your CV. In the covering letter/note please make sure that you say how much you want to earn and confirm that you have a driving license and access to a car (or will have if you get the job).**



# How we help our people enjoy the 'work'.



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**BEST PLACES**  
**TO WORK 2021**

## Freedom & responsibility

We believe in trusting people to do the job they are paid for. We give you the knowledge, understanding and tools you need. We then trust you to make – and be responsible for – your own decisions.

Everyone has input into our internal processes and systems. We expect you to have opinions and we want to hear them. We believe the team should know about the company's performance and go through quarterly updates with all team members.

You'll be encouraged to treat work-time flexibly. And we'll give you the training and guidance to do that effectively. Some of our people work from home most of the time. One even worked from Germany for a while and others, shocking in the modern world really, turn up every week day at 9.00am.

Because we enjoy the work we do, we do it well. And we try our best to ensure we continue to enjoy it. This doesn't mean that every day is 7.5 hours of fun and laughter. Some will be stressful, tiring and long. But others will be fabulous, and most are pretty good.

Wherever you are, we want everyone to feel a sense of responsibility, to share knowledge, to support each other and to help our clients exceed their objectives.



## Training and development

We'll support you to do your job the best you possibly can. We want you to constantly develop your skills and extend your potential. Professional development is an annual KPI for all our people, and you'll receive a personal budget to spend on training to develop your skills.

Throughout the year, we also run general training courses open to clients and staff, on skills like proofreading, storytelling and presentation skills. Each month we have a full team lunch to share learnings between teams.

Every year, you'll have a two-stage review. The first stage looks at the past year; the second stage looks at the year ahead. You'll also have monthly one-to-ones with your manager to discuss any decisions or tasks you've struggled with, what work has interested you, what has gone well, and many other things.

We want you to grow and move beyond the role you are in. We want you to know the client and their market. And we want you to understand enough to challenge them.

## Real life and rewards

Our standard holiday allowance is 25 days plus bank holidays. On top of this allowance we close for Christmas and we give you time to attend children's school events or other family occasions. When the firm does well, we want you to do well. So if the agency hits its targets, we automatically pay a bonus to those employees who have hit their target, too.

Our charity work is time matched by the firm meaning that if you give up your own time to raise money for the chosen charity we will give you the time back.

Finally, because we want you to grow old comfortably, we pay 5% into a pension scheme.

**TO HELP ATTRACT  
AND RETAIN THE  
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PAY AT THE TOP  
OF THE LOCAL  
PAY SCALES FOR  
OUR INDUSTRY**

