

Job title	Campaign Account Executive
Department	Campaign
Based	Hartlebury/ London/ Windsor

REMUNERATION

Agreed as per contract of employment.

Bonus and pension contribution scheme as outlined in your contract of employment.

PURPOSE

To support the Campaign team with the administrative process of Account and Campaign projects.

PRINCIPLE DUTIES

- Provide a high level of support to the Campaign team
- Ensure that communication flows effectively and appropriately at all levels, including internally/ externally/ written and face to face
- Build strong relationships and networks with colleagues and clients as appropriate
- Work as part of the Campaign team to develop client proposals and implement activity
- Provide a flexible and adaptable approach to all projects
- Undertake project, market and client-specific research and administration tasks
- Complete accurate documentation and relevant supporting materials as required
- Clearly communicate specific actions and requirements to internal and external clients, including the production/ preparation and supply of relevant supporting information and documentation
- Keep accurate and precise records of communication, including meeting minutes with actions, email communication and other suitable information specific to clients and/ or projects
- Pro-actively alert the Campaign team regarding any irregularities, lack of adherence, and/ or problems that could result in detrimental implications within a project or account
- Ensure expectations and deadlines for both external and internal clients are communicated and achieved
- Source and build relationships with third-party providers to ensure best value and delivery, providing quotes and options to the Campaign team
- Liaise with third-party providers and clients
- Update budgets and raise purchase orders
- Arrange and attend meetings
- Assist with all reasonable requests from Campaign team/ department managers and director

EXPERIENCE

- Good ability working with MS Office applications
- Excellent administrative skills, good communication skills, and a methodical and logical approach
- Experience of working in a similar environment

SKILLS

- To have an understanding of Campaign
- To work on multiple projects
- To work under pressure and to tight deadlines
- To have good organisational skills and to provide a flexible and adaptable approach to work
- To work well independently and as part of a team

CHARACTERISTICS

- High attention to detail
- Complete passion and commitment to achieving excellent results
- Excellent interpersonal skills
- A can-do approach and attitude, and the ability to use own initiative

OTHER REQUIREMENTS

- Able to travel throughout the UK and overseas if required
- Driving licence
- Willing to work outside normal office hours when required

FURTHER NOTES

There will be times when this role will require you to work from the company's other offices or attend off-site meetings. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may reasonably require from time to time.

This is an overview. You'll be expected to work flexibly to get the job done well, on time, and on budget.