

# job description

Role: **Campaign Account Manager**

Department: **Communications**

Location: **Hartlebury**

Salary: **Negotiable**

## Your reason for being here...

Your purpose here at DRPG is to create a client experience like no other, knowing those that experience the work we produce will find it unforgettable for all the right reasons.

## The way you roll...

You're an organisational superstar, applying that incredible knack for planning to each and every project from the get-go. With that shiny gold metaphorical baton in your hand, you let everyone know when and at what level to play their instruments.

You'll also be a whizz at ensuring compliance across every element, with that meticulous attention to detail of yours. Our philosophy here at DRPG is 'Anything's Possible', so you will need to be on board with this and going above and beyond.

## How you make it all possible...

- Acting as the single point of contact for everything to do with the projects you manage (unless otherwise directed)
- Cascading information appropriately
- Helping a Creative Director deliver brilliant assets and plans
- Speaking and writing with aplomb (such a fun word!)
- Being flexible, winning the confidence of others and supporting those you work with
- Being logical, methodical and detailed
- Making cool, calculated decisions, consulting with leaders where appropriate
- Owning and leading on pitches, bringing all that brilliant talent together
- Looking for opportunities to grow accounts, add value and promote other departments

## Management, planning, development

- Planning, briefing and managing all aspects of production
- Taking and shaping client briefs and inputting where you can add value
- Producing creative briefs that are clear with measurable deliverables within agreed budgets
- Presenting work and costs to clients in a confident manner, making recommendations as appropriate

- Maintaining quality control, keeping records and communicating and managing roles
- Managing time and calendars, securing signoffs/ approvals
- Improving plans as they progress, when possible
- Managing meetings appropriately
- Owning budgets
- Managing third-party suppliers appropriately
- Running and supporting client workshops and strategy shaping

## Supporting colleagues and assigning roles

- Recruiting and managing the right project team for each job
- Taking ownership of budgets and managing departments, monitoring profit margins at all times
- Constantly learning
- Leading update meetings
- Maintaining meticulous records, including budgets
- Managing and reporting risk
- Looking for all opportunities to increase profit margins
- Upselling campaigns to include other DPRG departments
- Managing admin duties

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may, from time to time, reasonably require.

## What's in your toolbox...

- Five years' similar experience
- A real people person
- Super confidence when it comes to presenting
- Great software skills, especially Excel (we know... sorry!)
- Relevant knowledge and experience of the full marketing channel mix
- Full, clean drivers' licence

## Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

## Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

**DRPG is an equal opportunities employer.**

**Data Security** (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.