

Flock Creative

The 'nitty gritty'

Job title

Account Executive

Reporting to

Managing Partner

Accountable to

Managing Partner
Creative Partner

Position type

Full time

Location

Edinburgh city centre

Purpose

To support the Creative and Managing Partners in all aspects of client account management.

Main duties and responsibilities

Account management:

Building and maintaining strong relationships with clients and suppliers.

Coordination of external costs for client quotations.

Coordination of external suppliers to meet deadlines.

Coordination of client projects to ensure they are delivered on time and on budget.

Ad-hoc office admin duties.

Requirements

We are seeking a smart, articulate individual that is looking to work in a fast moving small creative business. The candidate will need to be self-motivated and will be involved in all aspects of account management across a variety of disciplines within the agency. A working knowledge of marketing communications would be beneficial.

1-2 years of experience preferred.