

Job title: Account Manager

Hours: Full-time position, Monday to Friday 9am – 5.30pm

Location: Paintworks, Bristol

Passionate about comms? A skilled writer? Business savvy? A people person? Nose for a news story? Up to date on the latest social media trends? If yes to all the above, let's talk.

We are looking for an enthusiastic account manager, with experience of B2B campaigns to join our growing team.

You will ideally be two to three years into your career and looking to take the next step on the ladder or for the opportunity to apply your craft of devising and rolling-out multi-channel campaigns with lasting impact for our inspiring portfolio of clients.

You'll have:

- Two to three years' experience, preferably from another communications agency or an established in-house team
- Solid B2B and B2C experience
- Developed communication skills – both presentation, verbal and written
- Proven experience of delivering and advising multi-channel communication campaigns
- A strong interest in current and consumer affairs, PR trends and relevant tools
 - Incredible understanding of media relations and how to develop news angles, stories and pitches to further a client's profile, product and services
- Outstanding organisation skills and the ability to manage multiple projects
- The ability to build strong client relationships and lasting media relationships
- Evidence of successful team working and managing a team
 - Good commercial and business acumen and an ability to deliver an impactful strategy while using budgets effectively

The role:

With a varied, exciting portfolio of clients, everyday is different so expect to roll up your sleeves and get stuck in. We're looking for this next recruit to be the daily point of contacts for some of our clients, working across B2B and some B2C campaigns.

You'll be managing the day-to-day activity by driving the account team forward to achieve the best results within set deadlines and with a high degree of attention to detail and accuracy. You'll have your finger on the pulse, monitoring the sectors your clients operate in and topics of interest to ensure your team are up-to-speed on the latest issues and opportunities.

You'll be able to apply oodles of creativity to team brainstorms, generating new ideas with the team and, where appropriate, the client to form the basis of open discussion.

As well as being client facing, the successful applicant will have strong business acumen and able to help the company grow. You'll be skilled at supporting and nurturing junior team members, supporting and participating in new business and managing and developing your own contacts through ongoing networking.

You will devise and rollout engaging social media strategies for clients, overseeing, planning and delivering content using scheduling tools such as Hootsuite. You will manage day-to-day handling of social media channels, including LinkedIn, Facebook, Instagram, Twitter, YouTube whilst keeping

up

to date on the latest trends in digital technology and ability to present these to relevant clients. You will optimise web content in order to improve SEO and have the ability to create or outsource engaging multimedia content.

About Us:

Based at the Paintworks, we are a fun-loving, collaborative, energetic bunch of communicators.

We work with a variety of clients, who we find inspiring, focussing our attention in the sectors for which we hold a wealth of knowledge and experience. Our people first culture means we make sure we play to the strengths, experience and interests of our team.

We like to work as an extension of our client's teams, bringing external perspective, expert resource and creativity and vivacity to the table.

We take pride in seeing our clients and team members excel and get an absolute buzz from making difference to the lives of the people and businesses we work with.