



JOB TITLE: Account Exec
REPORTS TO: Managing Director – David Whitehouse

JOB OUTLINE

- Responsible for handling all day-to-day activities within specific client accounts
- Project Management across the business
- Answering phones and dealing with client queries

RESPONSIBILITIES

- To work with the Directors on aspects of pitches and proposals.
- To manage the delivery of client projects in specified accounts
- To work to agreed project plans and timing plans.
- To monitor all work against agreed plans.
- To monitor project costs against agreed plans.
- To ensure all project transactions and correspondence are filed.
- To report to the Directors key project events and any problem areas.
- To liaise with other departments in InLife ensuring that agreed schedules are met.
- To develop knowledge of InLife Designs capability and capacity.

REQUIRED SKILLS

- Verbal & Written Communication
- Good computer skills and knowledge
- Organisation and self management

EXTERNAL TO INLIFE

- To monitor the agreed work schedule with the client.
 - To monitor the quality of all client deliverables.
 - To develop strong client relationships reporting any account development opportunities.
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SPECIAL PROJECTS/CHANGE

- To remain up-to-date with general marketing and creative trends.
- To remain up-to-date with new technology and its business applications.

FINANCIAL

- To be responsible to the Directors for each specific account being aware of the budget for each job and the projected Gross Margin.
- To be responsible to the Directors for administration of client billing.
- To be aware of the personal responsibility for the control of costs and for InLife Design's' financial procedures.

PEOPLE

- To support other members of the team assisting with training and development and induction.
- Responsible for identifying own training and development needs.

WORKING HOURS

- Office hours 9-5 Monday to Friday
- May be required to assist outside hours on rare urgent occasions
- If attending any Networking meetings earlier than start time, hours will be provided back in lieu

SALLARY

- Starting at £15000 - £17000 + benefits
- Reviewed after 6 months probation
- Annual salary reviews

BENEFITS

- Private Medical Care (following 6 months probation)
 - Pension (following 6 months probation)
 - Bonus : Monthly target bonus and sales generation bonus's
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