



Account Executive / Senior Account Executive

SBW (Advertising)

Salary: Competitive

Bristol and Cardiff city centre

We are an integrated marketing and advertising agency with offices in Bristol and Cardiff. We **currently** have a number of exciting opportunities to join our fast-growing team in both locations.

We are looking for an Account Executive or Senior Account Executive (dependent on experience) to provide support to our Account Directors (ADs) and Account Managers (AMs) on our expanding portfolio of clients. Digital or social content management experience would be highly desirable but not essential.

At SBW we create, develop and implement positive impact campaigns that change the way people think – for the better. Our agency values can be seen in everything we do, we are for the 'good stuff', we are **inspired, bright, together** and **human**. We enjoy a good party and host 'bring a dish' events throughout the year, so whilst we work hard, we do know how to let our hair down (those of us that have any left!).

To join the SBW team you will need a flexible approach with a positive and 'can do' attitude. Excellent time management and attention to detail is a key requirement for the role as is the ability to manage a number of projects simultaneously. You need to be very well organised with the ability to communicate effectively with clients on the phone, face to face and through email. You will also need to be a competent writer and great at proof reading.

You will be able to build a strong and lasting relationship with clients, based on excellent, honest and reliable customer service. Day-to-day you will:

- Liaise with clients on a day-to-day basis via email/telephone
- Provide support and implement social content plans
- Follow systems and processes to traffic and implement advertising campaigns within the agency
- Provide support to ADs/AMs on complex projects
- Develop own media knowledge to enhance proposals and add value to clients
- Manage multiple projects while keeping quality and accuracy of work
- Working in a busy office environment with deadlines
- Support on social content and reporting administration

We will give you lots of opportunity to grow within this role, so ambition and commitment to personal development for the good of the agency will be rewarded.

In return you will receive a competitive salary, holiday entitlement and excellent career development opportunities.



Sound interesting? Please send your CV, together with a cover letter explaining your current position and salary expectations to recruitment@sbwadvertising.co.uk

Closing date: Friday 12th April 2019

No agencies please. Unfortunately, due to the high number of application we receive, we cannot respond in full to every application. If you have not heard from us within 2 weeks of the job closing date, you should assume you have not been successful on this occasion, but that we wish you all the best in the future.