

Position: Junior/Account Executive

Agency: SBW

Salary: Competitive

Location: Cardiff and Bristol

We are an award-winning 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. We are looking for a Junior/Account Executive (dependent on experience) to provide support to our Account Directors (ADs) and Account Managers (AMs) on our expanding portfolio of clients. You will need to be passionate about brands, live and breathe social media across all platforms, and the ability to speak Welsh would be highly desirable for our Cardiff position, 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. 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 proofreading. You will be able to build a strong and lasting relationship with clients, based on excellent, honest and reliable customer service.

Every day at SBW is different, but your daily tasks will consist of:

- Liaise with clients on a day-to-day basis via email/telephone
- Provide support, creative ideas and implement social content plans
- Manage multiple projects while keeping quality and accuracy of work
- Follow systems and processes to traffic, and implement advertising campaigns within the agency
- Provide administrative support to our account handling team, on a range of projects
- Develop your own media knowledge to enhance proposals and add value to clients
- Work in a busy office environment with multiple projects, all with varying 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 simon@sbwadvertising.co.uk

No agencies please. Unfortunately, due to the high number of applications we receive, we cannot respond in full to everyone. If you have not heard from us, you should assume you have not been successful on this occasion, but that we wish you all the best in the future.