

### **We're looking for**

Creative Account Manager, Leeds Based.

### **Package**

We offer a competitive salary, a benefits package including a generous workplace pension, health & wellbeing scheme, social environment with in-house canteen and onsite parking. We encourage personal development programmes to support your career within the Company.

Holiday entitlement: 25 days paid annual leave, plus statutory entitlement

Salary commensurate with experience.

### **The Role**

#### **Role Purpose**

The role is to oversee projects on a day-to-day basis, ensuring that they run smoothly and achieve their potential.

Daily contact with clients is a key part of the job, so offering new and forward-thinking solutions is essential to the productive communication process.

This is a fast-paced environment that is both demanding and fulfilling, involving the co-ordination of key projects and pitching of ideas so you will show confidence in giving your projects direction and maintain a clear strategy to achieve the very best outcome for the client.

#### **Key responsibilities will include**

- The day-to-day management of clients' marketing and advertising campaigns
- Building and maintaining strong relationships internally and externally
- Managing your own projects as well as providing support across the account
- Presenting (verbally and in writing) proposals and recommendations effectively, logically and concisely
- Pro-active leadership that encourages teams to perform to the best of their ability
- Generating accurate reports and status notifications
- Pitching fresh and innovative ideas to clients
- Completing projects to a specific schedule and within an agreed budget
- Using your knowledge and skills to push clients, the team and the agency in the most productive direction
- Gaining client approval for all projects and creative work, ensuring the work is carried out to the agreed brief
- Ensuring all paperwork (budgets, timing plans, briefs, creative statuses etc.) is maintained accurately, kept up to date and is visible using our inhouse MI portal
- Accountability for ensuring that creative work presented to clients is to quality, time and cost standards
- Ensuring the appropriate work trafficking of all projects through the production process
- Maintaining up to date knowledge of all aspects of marketing - including new media, techniques and research tools so that these can be used in conjunction with training, client briefs and enhanced services

### **What we're looking for**

You will ideally be an experienced Account Manager from an integrated agency environment looking for a fresh challenge. You will have a strong understanding and interaction of the basic elements of creative design, advertising and marketing.

You'll be calm, organised and resilient with the ability to build good working relationships and able to demonstrate a track record of delivering for the client when working to tight deadlines. Some key requirements are:

- A solid background in advertising, design or marketing
- An inquisitive mind and a knack for problem solving
- Strong client and project management experience with commercial acumen
- Proven experience in a similar environment
- Team spirited with the ability to learn and teach others
- Exceptional attention to detail, organisational and planning skills
- Excellent communicator
- Proactive, self-motivated attitude
- Willing to share experiences and create sales and relationship strategy within the team

### **Our Company**

Resource is a full-service communications agency providing a broad range of expertise to a diverse mix of sectors. We are proud to offer clients a compelling and unique set of in-house capabilities including Strategy, design, artwork, experience, print production and digital design and build.

Our culture is borne from the people who create and manage wonderful things every day. We look for energy, commitment and diversity and believe that our products and services are an extension of who we are.

### **Social Media**

We post all of our vacancies on Instagram and LinkedIn, so make sure you follow us to get up to date news of our opportunities, services and posts. Like most companies, we may check your social media footprint as part of our recruitment process in order to learn a little more about you.

### **Equal Opportunities**

We are committed to a Policy of treating all our employees and candidates equally and believe that recruiting and developing a diverse workforce is essential to our successful business model. We welcome applications from people whatever their age, sexual orientation, race, colour, religion, disability, nationality, ethnic origin, political belief, trans-gender status, sex or marital status.

### **GDPR**

By applying for a role within the business and sending your details, you are agreeing with our Privacy Policy which can be found on our website or requested to be sent.

Please note that as a Company and where the role dictates, we apply for CRB checks to be conducted at offer of employment stage.

**How to apply for this role**

Please forward your career profile, supporting experience and a short introduction to why you would like to work for resource to:

Gail Weathers  
Human Resources Director Chartered FCIPD  
Resource  
78 Armley Road  
Leeds  
LS12 2EJ

E: [gw@weareresource.co.uk](mailto:gw@weareresource.co.uk)

W: [www.weareresource.co.uk](http://www.weareresource.co.uk)