

## **We're looking for**

Graduate Account Executive, 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 & an extra day for Birthdays

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.

You will be assisting the Account Managers to manage and process projects, you will have some contact with clients and supplier partners, will be able to plan and manage activities from inception to the production output.

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**

- Working closely with the Account Managers and supporting processing of post-sale activities
- Processing new jobs/ projects through from estimate stage, proofing cycle and through to Production
- Assisting with sales and production queries to ensure all expectations and timelines are met
- Supporting on project management of key accounts ensuring all SLA are achieved
- interacting with all respective departments and the company's Management Information System (MIS) to ensure all data is accurate, all jobs are processed in accordance with instructions, all production and delivery timescales are met, diary management is proactive
- Supporting the appropriate work trafficking of all projects through the production process
- Assisting with the management of marketing activities and campaigns for clients
- Attending with support, client meetings either on Zoom / Digital platforms or in person
- Attending with support, client meetings for key accounts to take project briefs, provide analysis and performance against SLAs
- Developing knowledge and understanding of all key products, services and innovation so can be confident in own role and output
- Attend regular internal meetings to ensure full management of projects and innovation is being achieved
- Attend training forums to ensure all relevant sales, product and technical skills are developed and maintained

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

We are looking for someone at graduate level or similar to join the team and work with the client service team to manage and process client projects. You will be:

- Educated to degree level or having relevant work experience
- Be a creative thinker keen on developing existing skills as well as learning new ones
- Be team spirited with the ability to learn and teach others
- Be positive, proactive, self-motivated and interested
- Have exceptional attention to detail, organisational and planning skills
- Confident to deal with people at all levels including clients and supply partners
- Demonstrate capability of working independently as well as within a multi-disciplinary team environment
- Possess excellent communication skills with all stakeholders & show confidence in presenting information
- Have good project management skills, diligence and attention to detail
- Have some knowledge of creative and marketing solutions
- Proficient in software packages including Microsoft Outlook 365 , Word, Excel, Power Point & project planning software

### **Our Company**

Resource is a full-service creative 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)