

## \_ Job Description

# Account Executive

Strategiq<sup>®</sup>

Last Updated on 11 Jul 2023

### **Suffolk**

Unit 16, Brightwell Barns,  
Ipswich Road, Brightwell,  
Suffolk IP10 0BJ

### **London**

Unit 4.01 Soho Works,  
Tea Building, 56 Shoreditch High St,  
London, E1 6JJ

### **Midlands**

Office 8, 1 Mill St,  
Leamington Spa  
Warwickshire, CV31 1ES

**strategiq.co**

# Introduction

## Formal Job Title

Account Executive

## Place of Work

Ipswich. We have a hybrid working policy so it's up to you to choose when you come into the office and when you work from home but we love seeing people in the office so you can work shoulder to shoulder with the team. We also have offices in Shoreditch London and Leamington Spa.

## Type

Full Time, Permanent

## Line Manager

Senior Account Manager

StrategiQ is an award-winning digital marketing agency and strategic partners for ambitious brands. We design our client's strategic roadmap and create the ideas that deliver results and drive growth. Founded in 2013, StrategiQ is a team of 55+ experts across our three studios in Suffolk, London and the Midlands. Every member of our team has a specialism, but they're all marketers.

## \_ Our mission is to be the strategic difference

Welcome to the world of us. It's a pretty special place to be. Full of exceptional experts. Good people and big energy. We're not here to tick boxes. We're here to be the destination agency for clients and the critical factor in their success. Helping shape their trajectory through expert insights and skilled execution.

**Shoulder-to-shoulder, Getting there together.**

## \_ Our Values

- **Courageous** - Always doing what's right, not what's easy.
- **Truthful** - Being honest. Being resilient. Being authentic.
- **Knowledgeable** - Industry experts, pursuing the master of our craft.
- **Limitless** - Challenging norms through infinite thinking.

## \_ Role Introduction

As an Account Executive at StrategiQ you are responsible for supporting the client service team in the smooth running of all their client accounts. You'll build relationships with the clients, attending and helping with meeting organisation by creating documentation such as agendas, contact reports, briefs, debriefs, timing plans, status reports and estimates. You'll gather relevant industry data and materials for presentations.

You'll make sure all internal and external reviews are booked in to meet deadlines and identify and communicate any changes that may be required. When reviewing work with the teams you'll ensure we're meeting the client brief and the work we're creating will be effective for our clients.

You'll have a natural interest in people and learn how to communicate with different team members and clients to get the best out of them. Excellent attention to detail and organisation are a must for this role.

Relevant client services / marketing experience in an account management role, or similar preferable.

## \_ Responsibilities and Skills

- Working with the wider client service team to manage the relationship between the client and the agency
- Executing tasks related to campaign delivery and client management to ensure smooth running of client accounts
- Building relationships with internal teams and bringing them together to manage client work to agreed timings
- Creating and updating campaign documentation, ensuring the client is aware of the status of the work we're doing for them
- Keeping up to date with client, industry and marketing news, sharing learning with the team
- Sourcing materials to assist with creating presentations for clients and new business pitches
- Monitoring budgets, identifying and communicating changes that may be required
- Leading client meetings, owning the creation of all documentation and sending regular status/performance updates
- Clear communicator , attention to detail and time management skills
- Personable, professional and willing to get stuck into any work needed

## \_ Typical week

- **90%** - Direct client account management
- **5%** - Internal collaboration, meetings & admin
- **5%** - Self development, training and R&D initiatives

## **\_Role Metrics**

- **80%+ NPS** on assigned clients
- Client work delivered on **time and on budget**

## **\_Salary**

£20,000 to £25,000 per annum

## **\_Benefits**

- 30 days annual leave
- Yearly loyalty bonus
- Individual performance bonuses
- £1000 conference and training budget every year
- Life assurance and critical illness cover
- Everyday health care cover
- Enhanced sick pay
- Hybrid working
- Volunteering leave and salary sacrifice for extra holiday
- Regular social events
- Gym membership (Suffolk office only)

StrategiQ is committed to equality of opportunity for all applicants of this role. We are looking to fill this role with a candidate physically based in the UK and within commuting distance of our Ipswich office. Unless invited by a Director of StrategiQ, respectfully no agencies.