

## \_ Job Description

# Intern (Client Service)

StrategiQ

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

Intern (Client Services)

## 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 Intern in the Client Service team at StrategiQ you are responsible for supporting the client services team in the smooth running of their client accounts. You'll support administrative tasks that will train you in the fundamentals of account management, such as creating agendas, organising meetings and finding relevant materials for presentations.

You'll liaise with internal teams, building strong relationships and taking ownership of any work assigned to you. As part of your internship you'll have the opportunity to join internal reviews, learn how briefs are written and understand how to assess marketing materials.

As you develop in the role you'll gain an understanding of how we create timing plans and help manage the agency departments to them.

You'll be enthusiastic with a willingness to jump in where needed, keenness to learn and strong interest in marketing.

## **\_Typical week**

- **80%** - Client service team support
- **15%** - Wider agency team support
- **5%** - Internal collaboration, meetings & admin

## **\_Salary**

3 month contract - £18,000 to £21,000 equivalent salary

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 Ipswich office. Unless invited by a Director of StrategiQ, respectfully no agencies.