

Client Executive

StrategiQ

About us

StrategiQ is the Brand x Performance agency. We combine the art of brand storytelling with the science of marketing performance to create New Future Value™.

We are a team of award-winning, value-creation specialists, spanning every brand and marketing discipline. We empower business leaders and marketing to thrive in the face of change. We do this through tailored programmes of work that optimise, accelerate and innovate marketing activities. Working at StrategiQ means joining a group of passionate, dedicated and visionary people; a melting-pot of personalities, skill sets and specialisms.

We are

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.

How this role makes a difference at StrategiQ

As a Client Executive in the Growth team at StrategiQ, you'll play a vital supporting role, making sure we're able to deliver great work for our clients. You will assist in the day-to-day coordination of client accounts, helping Client Managers and Client Directors to build strong relationships and deliver high-quality marketing activity.

With you onboard, projects will run smoothly, deadlines will be met, and communication between clients and our internal teams will be clear and consistent. With curiosity and an eagerness to learn, you'll grow your understanding of marketing, develop your organisational skills, and begin building trusted relationships with clients.

Skills & experience we want you to bring and develop

Technical skills and experience

Organisation – strong planning and organisational skills; able to manage tasks, track progress, and keep work on track.	Essential
Marketing knowledge – some knowledge of marketing principles and channels; you might be a graduate or have had some relevant work experience or completed relevant internships.	Essential

Experience - 1-2 years' relevant experience (agency or in-house) is desirable.	Desirable
Commercial awareness – basic understanding of budgets, invoicing, and the agency model.	Desirable

Power skills and experience

Communication - active listener and confident communicator. Able to present ideas clearly and engage people with your work	Essential
Curiosity - bringing curiosity to all situations and asking questions that build knowledge and understanding	Essential
Collaboration & teamwork - confident working within a multi-disciplinary team, identifying challenges and supporting delivery of the best work	Essential
Problem solving - able to ask questions to understand a problem and propose solutions	Essential
Resilience - recovering from set-backs and seeking support to help you work through learnings	Essential
Attention to detail - understanding the importance of and delivering to a high-standard with accuracy of information, spelling and grammar, and clear presentation of work	Essential
Time management - expert plate spinner able to manage different parts of the role and sometimes conflicting priorities, asking for support where it's needed and making sure we keep our commitments	Essential

What you'll be responsible & accountable for

- Supporting Client Managers in the day-to-day running of client accounts, ensuring work is delivered on time and to the highest standard.
- Helping to prepare client updates, reports, and presentations, ensuring information is accurate and well-presented.
- Coordinating internal teams by gathering information, writing draft briefs, and supporting project organisation.
- Maintaining accurate client records, contact information, and meeting notes in our Operating System and Scorio.
- Assisting with client communications, including scheduling meetings, managing meeting agendas, sharing updates, and following up on actions.
- Supporting the preparation of quarterly reviews, planning sessions, and renewals.
- Learning and applying Strategiq's frameworks (such as the 4Cs) to contribute insight and value to client work.

When you're successful in this role

- Clients will experience seamless communication and consistent organisation, making them feel supported and confident in our work.
- Client Managers and Client Directors will see you as a reliable partner who keeps work and information brilliantly organised.
- You will develop a growing understanding of marketing strategy, client management, and agency operations.
- You'll be trusted to take ownership of smaller client tasks and begin building your own client-facing presence.

Your typical week

- **60%** – delivery – assisting with coordination of work, creating documents, updating systems, and supporting day-to-day account management.
- **20%** – client management – joining client calls, helping prepare reports, and supporting relationship-building activities.
- **20%** – self-development – on-the-job learning, training, and mentoring to grow your skills and confidence.

A successful first 6 months with StrategiQ

In 3 months you will have:

- Built strong working relationships with Client Managers, Client Directors, and internal teams.
- Gained a good understanding of StrategiQ's clients, their industries, and current projects.
- Supported clients and project work demonstrating reliability and attention to detail.
- Developed confidence in managing tasks and updating systems.

In 6 months you will have:

- Established yourself as a trusted and organised point of contact giving day-to-day to our internal team.
- Assisted in delivering a full quarterly cycle with clients, contributing to planning, reporting, and reviews.
- Taken ownership of smaller client-facing tasks, demonstrating confidence in presenting and communicating directly.
- Developed your marketing knowledge and started contributing insights and ideas to client work.