



## Job Description

Position: Account Executive

Reports to: Account Director

### Role Purpose:

Working directly with our Account Directors and Account Managers, the Prodo Account Executive will be given a small portfolio of clients to take ownership of and be responsible for the day to day running of the accounts.

You'll need to be passionate about the digital landscape, whilst having the organisational skills to manage several accounts concurrently.

In addition to running your own Accounts, you will be given the opportunity to be mentored by your Account Director whilst supporting them on the development of some of our biggest client's objectives. Whether that is attending monthly meetings, analysing the success of campaigns or ensuring that the cross-company activity is being delivered on time, you will be at the heart of the action in a thriving environment.

We fully expect our Account Executives develop and achieve Account Manager status, so you will be given a development plan and as much mentoring and training as you need to help you achieve your ambitions.

You will be working with clients across a number of sectors and working closely on helping them achieve their digital ambitions across a number of digital channels.

### Role Responsibilities:

- Working with your Account Director across a portfolio of accounts, working with the relevant Prodo delivery teams to maintain and grow client happiness
- Creating client contact reports, liaising with internal teams to ensure clients activity is delivered on time and to budget
- Day to day client liaison with your own portfolio of clients as well as larger clients
- Some project/event management.
- Creating content or studio briefs
- Checking and proof checking work to ensure the activity meets the highest standards
- Producing schedules and client status reports
- Researching in-line with the client's digital strategies
- Attending client meetings and representing the company to a high professional standard
- Making minor changes to content via the clients Content Management System
- Being an ambassador for Prodo at industry events

### Personal Requirements

- A good understanding of Digital Marketing, including; Inbound Marketing Methodologies, Owned and Earned Media
- A good understanding of website build methods
- Strong interpersonal skills to work and deal with individuals of various levels and backgrounds
- Good knowledge of word processing and spreadsheet software
- Good analytical skills with the ability to interpret data and create reports
- Ability to multitask; running a number of campaigns simultaneously and deliver to deadlines
- Excellent verbal and written English
- Strong numerical and analytical skills
- Confident communication and presentation skills
- Ability to clearly express oneself orally and in writing using appropriate technical factors as grammar, and vocabulary, which may be used when working with colleagues as well as potential and existing customers
- Ability to handle the pressure of a fast paced environment which may include dealing with difficult customers
- Ability to maintain a thorough understanding of procedures and policies
- Ability to make sound and logical decisions and choose appropriate courses of action based on parameters of the situation
- Proven ability to acquire new business through interaction with existing clients
- Ability to travel to maintain contact with clients, attend administrative meetings and training (driving licence a big plus)
- Excellent organisational skills

### What characteristics does a typical Prodo Person have:

- **Polite** – but more than just surface level – respectful and compassionate to all
- **Remarkable** – smart, helpful, resourceful and effective with an innate curiosity and a life-long learner
- **Open** – open and honest with themselves and others
- **Doer** – effective people who just gets stuff done, a sense of ownership resourceful
- **Obliging** – good-natured, friendly and helpful

This is a rewarding role: we are looking for someone who not only meets the personal requirements but also matches our company values – we're a fun and friendly agency ambitious to innovate and grow further. If that sounds like you, we'll be a great fit!

Location: Littleton, Chester

Type: Permanent

Salary: Dependent upon experience

Benefits Package: Private Healthcare cover, 23 days holiday + bank holidays + your plus birthday off, flexible start & finish times, free parking on site, subsidised onsite café serving breakfast, lunch and afternoon tea

Please send your CV with a cover letter to [recruitment@prodo.com](mailto:recruitment@prodo.com)