

Account / Project Manager

Mid weight Account/Project Manager to join the MHG Marketing Communications Team – based at our Uxbridge offices, working across a diverse account portfolio.

Key responsibilities:

- Ensuring that client campaigns and projects run smoothly
- Supporting Client Director to grow revenue and drive business growth
- Working with Client Director to actively propose and help implement new and innovative strategies
- Creating and delivering substantial client projects. Work as an understudy with the Client Director and ensure all opportunities are logged so that forecasting is accurate and clients can be promptly invoiced
- Supporting the Client Director in writing client proposals
- Attending frequent client meetings and also travel to key stakeholders and retailer groups whilst allocated Agency tasks are being executed

Essential skills:

- Strong organisational skills and excellent attention to detail
- Strong communication skills and ability to deliver clear concise ideas to internal and external stakeholders
- Proven experience in adding value and driving client revenues across nominated account portfolio
- Able to develop personal relationships with client contacts at all levels
- Understanding of the design to fulfilment process
- Experience of developing client relationships
- Ability to think both strategically and operationally
- Understand the role of marketing communications within a broader business context to ensure the agency role as a marketing partner
- Experience as an Account Manager, Project Manager, Client Manager or Senior Account Manager within an Agency setting

Desirable:

- Knowledge of retail environments eg POP
- Comfortable working across multiple accounts in a fast-paced commercial environment
- Commercially astute
- Personable and approachable. Enthusiastic. Motivated
- Project Management experience and expertise
- Team player

Rewards:

- 25 days holiday
- Employee Profit Scheme
- Pension

....and opportunity to develop!

For further details or to apply please send links and CV to jamie.richards@magharl.co.uk