
YOURS . SINCERELY

Senior Account Executive / Account Manager

We are YOURS . SINCERELY

We're a young and rapidly growing, communications and marketing agency. We're based in Bristol but have clients in Bristol, London and internationally. Since our launch at the start of the year we've already grown to become a retained agency for an award winning Fintech app, Europe's largest trainer content site and one of Bristol's fastest growing app businesses amongst others.

We're different - we offer our clients a combination of high level strategic consultancy coupled with on-the-ground agency delivery. We also bring a unique combination of marketing, communications, commercial and digital understanding. Our clients choose to work with us because of our expertise and experience, and stay with us because we work as an extension to their internal team and focus on deliverables that make a difference.

What we're looking for

As we continue to grow, we're looking for an ambitious Senior Account Exec / Account Manager that can grow and develop with us. In this role you'll be working with key clients, be responsible for key project deliverables and become a central part of our agency team.

You'll have:

- A really driven attitude, always wanting to go above and beyond
- A fantastic manner with clients - good communication is absolutely key
- A great attention to detail
- A drive to be a prolific organiser - we are busy (really busy) ability to juggle and prioritise are a must
- A unique ability to get stuff done - feel empowered to get stuck in
- An honest, straight talking personality - we all make mistakes, let's celebrate the wins together and acknowledge when things don't quite go to plan
- Experience in managing client relationships
- Proven track record to deliver Marketing/PR KPI's
- A natural problem solver

Whilst not essential, bonus points awarded for:

- Media relations experience - monitoring, responding to and creating press opportunities, drafting or press materials
- Adwords / paid search / paid social experience

- Experience with drafting and managing speaker submissions and award entries

What you'll be doing

This role is a truly varied role and you'll be working across all aspects of agency life. Typical tasks include:

- Working with key clients and managing client relationships (weekly meetings and calls)
- Ensuring client KPIs are achieved
- Pulling together weekly reporting and evaluating performance
- Drafting social media content
- Liaising with journalists and producing comments for clients
- Drafting media materials
- Supporting in the creative process
- Helping with new business
- Researching and keeping abreast of the news agenda and industry specific developments
- Representing the business at events in Bristol and London

What we can offer you

Culture is extremely important for us. We love what we do and want everyone that works here to equally love coming into work everyday. As well as a role that you can truly make your own, in a fast-growing agency, we also offer:

- **Full personal development plan** - time and focus to help develop you as an individual, and to move you along in your career goals
- **Creative environment** - our office is in the heart of Bristol, (easy walking distance from Temple Meads and the city centre) and part of a buzzing community of startups at The Boxworks/Engine shed.
- **True flexibility with working from home**
- **Flexible working hours** - It's about getting the job done and not about clocking in and out
- **A holiday policy that gives you time to travel** - 30 days per year
- **Reset days for your mental wellbeing** - four reset days per year specifically for your mental health and wellbeing for when life throws a curve-ball
- **Pensions** - Company pension scheme
- **BBB** - Bacon sandwiches, team burgers and a glass of bubbly to finish the week on the last week of the month
- **Private membership access** - Your own membership to a local private member's club for you to meet, socialise and grow your network
- **The other stuff** - all bank holidays, team away days, maternity / paternity leave and everything else you'd expect

Think we're the right fit?

That's great, get in touch at dominic@yoursincerely.online