

## **PRIVATE AND CONFIDENTIAL**

### **Job Description**

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Job Title                                      Senior Account Executive/Account Manager

Department                                    **Client Services Department**

#### **OVERVIEW**

Providing product- and client-related insights/direction to client-focussed services is a key objective of this role

Ensuring that the service and deliverables provided to the client are of the highest level and meet the objectives in terms of cost, quality and desired outcomes.

Point of constancy to the client through the implementation of projects, providing a consistent client/agency interface.

The primary role is to co-ordinate and deliver an efficient, effective and profitable service on client accounts & projects. Excellent organizational and communication skills will assist in developing and maintaining client business.

#### **KEY RESPONSIBILITIES**

- Client liaison:
- Growing new and existing business
- Project management
- Financial management

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