## Ein Bild, das Text, Schild, dunkel enthält. Automatisch generierte BeschreibungAccount Manager – Content & Creative

Partners in a changing world

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Instinctif Partners is an international business communications consultancy, specialists in reputation, influence and engagement. We work with over 850 clients globally, from FTSE100 enterprises to start-ups, and everything in between. We are 400+ people in fourteen offices in ten countries, working across six practice areas and a range of sector specialisms.

Content & Creative is the creative hub within Instinctif Partners; advising, developing, producing and implementing creative content across all platforms and events.

We help companies tell their story through the imaginative use of a range of communications platforms and channels. Generating big ideas, designing attention-grabbing content, engaging audiences and promoting a change of perception and behaviour.

**THE ROLE**

As Account Manager you will be expected to manage and deliver projects on a day-to-day basis, ensuring that all assigned projects are run smoothly and to schedule, achieving clients’ objectives and expectations.

You will be expected to learn and follow project processes, working closely with the C&C team to build strong relationships with the team and clients. You will work hard to earn the respect and trust of your clients and retain project work.

You will need a disciplined yet flexible approach to project management, reviewing and updating schedules, informing colleagues of resource requirements, raising challenges to your manager, and keeping the client informed of schedule, scope and budget changes.

You will be proactive and responsible for the day-to day delivery of the project, from planning through to content review and implementation, managing changes and checking – demonstrating your attention to detail and quality control capabilities.

You will also work with and manage any third-party suppliers to ensure that we deliver a quality project for our clients.

We are looking for a talented and articulate Account Manager to take on a growing number of clients across various sectors. The Account Manager will be responsible for managing client accounts, managing and supporting corporate communications projects across print and digital mediums, and managing the expectations of our clients. The Account Manager will be responsible for managing, coordinating and working with the strategy, creative and production teams to deliver client projects on schedule and on budget. We will require a confident and proactive personality to effectively engage with and earn the trust of a variety of audiences at all levels within the client’s business.

**THE CANDIDATE**

* A disciplined yet flexible approach to manage different project and client needs.
* Attention to detail and high levels of accuracy.
* A good attitude to work – as part of a team and independently.
* Strong account management and client facing skills
* Strong communication ability at all level
* Ability to build relationships & rapport with clients and colleagues
* Ability to understand a client’s business needs
* Strong organisational skills
* Ability to manage several simultaneous projects
* A confident, hardworking candidate who is open to the next challenge

**PERKS & BENEFITS**

* 25 days of holiday + 3.5 days for christmas break + your birthday off
* 2 personal days to use for either moving house, getting married or religious celebrations etc
* Private health insurance
* Pension scheme
* Enhanced maternity & paternity leave
* Paid Emergency parental leave (up to 5 days)
* 2 volunteer days
* Individual and across social celebrations
* Annual and new business bonus schemes
* International office exchange program

*At Instinctif Partners and Truth we promote a working environment in which diversity is recognised, valued and encouraged. We acknowledge the multicultural and diverse nature of the UK workforce and society in general.*

*We are committed to principles of fairness and mutual respect. We particularly welcome applicants from those who are significantly underrepresented in our sector.*