

HARRIMANSTEEL JOB DESCRIPTION

Account Manager

LINE MANAGEMENT

Business Director and ECDs

ABOUT US

HarrimanSteel is an independent creative agency. We believe in Creativity with Purpose. In using creative thinking to affect change and deliver impact. Pivotal to our business is developing strategic creative solutions that move the dial, and then crafting the output with meticulous precision, passion and care. We challenge our staff to think laterally, to exceed expectations and to always deliver best in class. Our clients include Nike, Jordan, Patagonia, TOMS, Intersport, Uber and more...

ROLE OVERVIEW

Our growing Account Management team is made up of individuals who seek to establish themselves as client partners, more so than just effective project managers. Individuals should become trusted counsel to key clients, understanding how an individual project delivers meaningful value within a wider marketing plan.

The role is a balance between leading a project alongside the creative lead(s), producers and other account/project managers, being across the fine detail of the output and execution, to ensure optimal delivery against the needs of the brief and budget; but most importantly, a pragmatic and measurable approach to the agreed strategy. This requires good business instincts, intellectual curiosity and a willingness to focus and stretch any given plan to ensure the best solutions.

You are expected to work with your account and production peers and given creative lead. Your aim is to really get under the skin of a marketing brief and determine the very best creative solution to the task, to drive our client's business and establish our role as creative partner.

You will have a natural aptitude for thinking about how brands land themselves within culture, demonstrating excellent creative instincts, and an instinctive understanding of marketing and communications strategy (even if not the specific science). You will seek to push the boundaries of each project you undertake to achieve the highest creative marketing standards.

Your attitude to work needs to be flexible. The project work and output of HS is diverse, requiring many complimentary skills. The project should not be limited to your own skillset, so you will be able to share, learn and explore new marketing skills. As such, you will always approach each project with a fresh set of eyes and not be afraid to explore the unknown.

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MARKETING & CREATIVE STRATEGY

- Work with clients to provide an acute and insightful perspective on their business as peers or partners to ensure the best solutions.
- Evidence previous HS projects which can inform or inspire a client.
- Clearly communicate any given strategic plan – present with passion and enthusiasm to inspire our clients.
- Collaborate with your creative team to ensure all creative thinking informs output that is the very best it can be.
- Always strive to uphold and feed the agency's reputation as smart, pragmatic and detail-orientated in our strategic thinking and planning, creative ideation and craft, and final delivery.

CREATIVE PROCESS

- Attend client meetings to develop and interrogate communications briefs alongside the creative lead.
- Get under the skin of the brief – you will need to explore the client's brand challenges and/or business needs, so you will be expected to have a point of view.
- Attend and lead internal brief development and conversations around the project – you will express your point of view and insights from client briefings to give more junior members of the team a clear steer on the tasks.
- Drive the creative delivery of a project – you will demonstrate an in-depth understanding of both the marketing task and the viability, impact and appropriateness of any proposed plan/solution.
- Provide ongoing counsel and connection with the client; be their champion within our creative process and our ambassador within their marketing process.
- Continually problem solve as the project requires to ensure positive steps forward for both client and the agency team.

PROJECT PLANNING

- Work with your project manager and producer to develop and govern a strict time plan for brief development, creative ideation and final execution and in-market delivery, as the client requires.
- Identify gaps and help source and recommend extra resource requirements.
- Follow a robust and accountable project management plan to ensure projects are optimally efficient, and work with your project manager and producer to structure both yours and your team's days according to the project plan you devise.
- Co-operate with the wider project team and external expertise to create a pragmatic and profitable budget plan; adhering to set Agency margins and mark-up targets.
- Ensure ongoing consistent reporting to both client and agency on the efficacy of that budget plan to flag any roadblocks or overruns.
- Manage and report on the team's timesheets (within Rodeo) help keep track of the project's profitability and timelines.

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FINANCE

- Build out project budgets alongside the producer and/or project manager ready for client proposal.
- Upon budget approval, oversee the ongoing financial management of the project from securing POs, timely billing, and final reconciliations.
- Provide strong liaison between client, their accounts and our Operations Manager to ensure complete accountability and transparency on all financial matters.
- Work with the Operations Manager to manage debtors and creditors on any given client budget.

AGENCY CULTURE

- Champion the agency in any and all external meetings, providing absolute clarity on the value we offer our clients.
- Keep abreast of the latest market trends to inform your client work.
- Network with your peers inside and outside of HS to bring relevant or surprising insights or skills to projects.
- Share your passions within HS and bring them into your daily work where relevant.

ROLE REQUIREMENTS

- 4+ years industry experience and a minimum 2 years in similar role.
- Broad experience working across a range of creative projects and lifestyle brands.
- Exceptional communication skills, both spoken and written.
- Fluent in English, Dutch a bonus.
- Proven experience managing project budgets and delivering target profit margins.
- The ability to use/learn software for project tracking and management.
- Exceptional eye for detail, from proof reading documents and presentations, to formatting and layout.
- Success working in and leading collaborative and multi-functional teams.
- Proactive and independent, with high attention to detail.
- Excellent organisational and time management skills.

TO APPLY

To apply, please email jobs@harrimansteel.com with the subject line ACCOUNT MANAGER APPLICATION and please supply the following:

- Email with brief outline why you are applying
- CV PDF with outline on relevant experience and references

Due to the number of applications, only applicants being invited to interview will receive further communication.

TERMS

Salary DOE, to start with a 7 month contract