

ACCOUNT EXECUTIVE - LONDON

We are looking for an experienced Account Executive based in our London office. This is an exciting opportunity to work with a variety of clients including some large brands on a variety of event projects. You should be equally comfortable supporting on larger projects and managing your own smaller projects.

- **Project Assistance** – Supporting the account team on delivery of larger projects including taking and understanding brief from client and reinterpreting requirements to brief internal departments. Assisting the team on the delivery of content solutions e.g. film, PPT and animation. Completing all job paperwork to defined ISO9001 standards. Supporting onsite as necessary
- **Project Management** – Full responsibility on delivery of smaller projects including brief taking, assisting with budget control and reconciliation with the Account Director, briefing internal departments and client and supplier liaison
- **Content Development** – Taking part in creative meetings as arranged by the Account Director. Organising and facilitating meetings for own projects. Sourcing and briefing external producers/freelance/internal support for assistance in pulling together creative for event/video projects, general project assistance
- **Financial** – Assisting Account Director with quote preparation, budget control and reconciliation. Full financial management of smaller projects, working to agreed margin targets
- **Client Liaison** – Building and developing relationships with new and existing clients. Effective communication through all stages in project life. Taking full ownership of lower-level client relationships
- **New Business/Business Development** – Preparing and presenting client proposals/pitch documentation for smaller projects. Assisting account team with larger scale pitches. Being part of the pitch team where appropriate.
- **Health & Safety** – to complete H&S paperwork as required for each event or liaise with external H&S advisor as necessary. To undertake relevant H&S and First Aid training as and when required
- **CRM** – Responsible for keeping CRM up to date with client and supplier contacts. Updating any notes including supplier rates
- **Company Culture** – Embrace the Top Banana values and live and breathe the brand behaviours. Engage with others to maintain and uphold the Top Banana culture. Take an active part in team meetings and activities. Having a voice and sharing ideas.

Skills:

- Good communication skills – ability to communicate to varying levels of seniority
- Excellent organisational skills and attention to detail
- Autonomous – taking ownership and responsibility
- Flexible – ability to adapt in the moment
- Creative and dynamic – think outside the box, challenge the norm
- Ability to work in a team
- Ability to see projects through
- Computer literate

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TOP BANANA.

Requirements:

- Ideally event production agency experience
- UK & International travel – you should be comfortable with significant amounts of UK travel at times. There will also be occasional international travel as well
- You must have a full UK driving licence and car