

BRETOM > We're hiring!

Account Executive



Salary: £24-27k > Permanent > Start Date ASAP > London - Flexible > Big-thinking, collaborative minds

An opportunity to make a difference



As an Account Executive you will be an integral member of the Bretom team, acting as a central point of contact for key clients, understanding and managing client accounts and delivering creative projects through from ideas to execution. Working closely with our Client Director you'll be exposed to a wide range of digital, social and print projects; owning small tactical deliverables and supporting strategic campaigns and corporate website builds.

At Bretom, strong client partnerships are integral to our success. You'll build trusting and rewarding partnerships with a range of clients, guiding and supporting them with your diligence, proactivity and reliability.

With good experience of Microsoft word, excel, powerpoint and Keynote, you'll have the ability to own key project documentation - such as meeting agendas, project plans and cost estimates - and craft client presentations and proposals. At Bretom, we will also invest in your training and development to ensure you hone your skills across a wider range of tools and online software.

The areas you can flourish in

This is a huge opportunity to hone your communications and project management skills as well as build lasting relationships with colleagues and clients. As we grow, we want you to grow with us, and we will give you the support, guidance and autonomy to thrive.

In this role you will have the chance to:

- Develop your project management skills. Owning small-to-medium size projects from brief to delivery means you'll be responsible for hitting key deadlines, quality checking deliverables and ensuring projects deliver against client expectations.
- Build meaningful, long-lasting client relationships. As a key point of contact for your clients, you'll demonstrate great communications, attention to detail and manage client requests in a timely and proficient manner.
- Lead on project briefs and shape the direction of small-to-medium projects. With support from your Client Director, you'll have the opportunity to dig into client requests and ambitions, to shape and hone project briefs and tactical strategies.
- Demonstrate your collaboration skills, supporting colleagues, championing collective successes, and proactively contributing to our strength as a team.
- Manage key stakeholders (colleagues and freelancers) across the agency. As a passionate collaborator, you'll integrate into our team, manage timelines and keep projects on track.
- Bring creative thinking to social media solutions. As a key platform, social media is an important foundation of our communication strategies. Working closely with our creative and content teams, you'll have the opportunity to apply your experience and knowledge of social media best practice to inform client recommendations.
- Bring a proactive mindset to your work. Agencies can be fast-paced at times and sometimes the direction changes, so it's valuable that you apply initiative and quick-thinking to solve complex client challenges.
- Demonstrate your attention to detail. With a critical eye for detail and accuracy, you'll be responsible for quality assurance of all creative that leaves the studio, strategic proposals and project documentation.
- Identify opportunities for business growth. By building strong relationships with your clients and discussing their challenges, you'll be in a unique position to identify new opportunities for us to support on, demonstrating our broad and brilliant capabilities.
- Bring your passion for communications. At Bretom, we operate across consumer, corporate and employee strategies. To succeed in this role, you'll have a passion for business and people communications, helping us to craft impactful strategies and solutions for our clients and for Bretom.

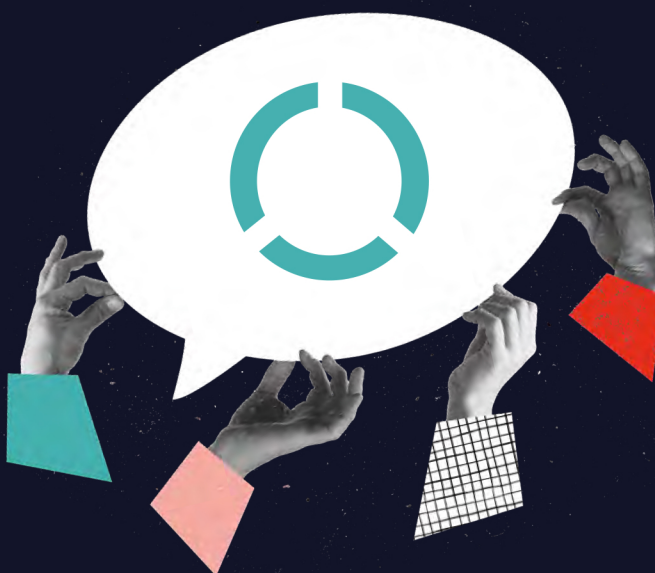


Working at Bretom

At Bretom, we are grounded but brilliant, driven by exceptional outputs rather than personal ego. Where craft, strategic creativity and intelligence come out to play. Bretom is a space for ideas and creativity to flourish - no matter where or who they come from.

We value a spirit of reflection, collaboration, and constructive debate within the team, inviting fresh new thinking to any challenge. And quite often we bring our clients on that journey too - because we value partnership and diversity of thought to reach the best possible outcome for our clients.

We also believe in supporting each other professionally in whatever direction you want to go, celebrating our wins, learning together, embracing and championing our differences, and nurturing talent and ambition. Built on trust and autonomy, Bretom values wellbeing and balance (demonstrated by unlimited planned annual leave following successful probation), with the belief that we deliver our best when we find fulfilment inside and outside of work.



Find out more about what makes us different at:

> bretom.com/about