

We're looking for an Account Executive to join our growing agency.

This role provides a fantastic opportunity to join a dedicated team working on a key automotive account within the agency. You'll need to be ready to learn the ropes fast and get stuck in as part of a busy, tight-knit team.

Responsibilities:

- Work closely with Account Managers and Account Director to deliver marketing campaigns to a high standard
- Brief updates to digital content across multiple websites including product updates, campaigns, quarterly offers, company news etc.
- Review website and social media content before going live to ensure accurate delivery
- Progress jobs through the agency, keeping internal and external stakeholders fully informed
- Liaise with in-house studio, social, content, data and digital teams to deliver projects on time
- Prepare and broadcast email marketing campaigns
- Assist Account Managers with research and meeting preparation
- General reporting and administrative duties to support the smooth running of the account
- Develop an understanding of the client's business.

Key skills/experience:

- Educated to degree level or equivalent, ideally with some relevant work experience
- Demonstrate a serious interest in all things marketing
- Have strong organisational and time management skills, with the ability to prioritise a busy workload
- Strong interpersonal and communications skills, both written and verbal
- Excellent attention to detail
- Be curious, enthusiastic and always willing to roll your sleeves up and learn something new
- Be highly motivated and able to think on your feet.

**Please supply a covering letter and CV to
Lorraine Hampson - lorraine@denfield.co.uk**

