

Job Title	Account Manager
Team	Creative
Salary:	£30,000 + depending on experience

### Overview of role

We're looking for an ambitious and highly organised person, with at least 3 years' commercial/agency experience, to join our growing Creative team. You will support the team on the day-to-day delivery of creative projects and integrated campaigns, ensuring that we deliver the best possible creative solution to our clients.

The role is crucial to the smooth running of our Creative team and will involve:

- Acting as the main point of contact for many of our clients
- Supporting on the management of some of our larger accounts
- Providing admin and logistical support to the creative team
- Ensuring projects are completed to brief, budget and forecast
- Checking creative work for accuracy and fulfilment of the client brief
- Assist in content creation where appropriate, e.g copywriting/editing
- Maintaining clear communication with both internal and external stakeholders
- Build a positive relationship with our clients, stakeholders, contributors, and sub-contractors
- Supporting in the preparation of proposals and tender documents.

### Why should you work for us?

Orchard is the strategic and creative hub that brings ideas to life and puts our people first. You will work with a range of high-profile private and public sector clients, developing new brands, content and campaigns.

Being part of an agency that offers a fully integrated service in-house will provide you with a broad and exciting career. You could be branding a city one day, on a photoshoot the next, brainstorming idea for a new campaign or working on a client event.

## Specific duties and responsibilities

As part of our Creative Team, you will assist on the delivery of both internal and external projects, ensuring the work is delivered on time and to the quality standards expected by our clients, the team and Orchard overall.

### You will also be expected to:

- Support the Creative team in devising and delivering creative and innovative solutions.
- Assist in the day-to-day running of the team, managing resources and ongoing projects.
- Create and manage project plans.
- Take and act on briefs from other internal teams.
- Manage collateral and delivery of such.
- Supervise quality of output.
- Build a positive relationship with our clients, stakeholders, contributors, and sub-contractors.
- Prepare and manage the onboarding of all new stakeholders and contributors.

## All about **you**

### Essential

- At least 3 years' experience in a similar role, ideally in an agency environment
- A highly organised, process driven methodology with proven project management skills
- Able to work to timescales and prioritise tasks
- Excellent communication skills
- A creative problem solver who always seeks to find solutions
- Able to operate within a fast paced and changing environment
- Comfortable with working autonomously within agreed timescales
- Close attention to detail such as excellent proof-reading skills and artwork sign off
- Comfortable in communicating with clients and colleagues in a professional manner
- Excellent IT skills and knowledge of MS suite (Teams/Excel/Word/PPT)
- Comfortable working on own initiative, and able to manage own time and workload effectively and efficiently.
- Good team player who is able to build strong relationships and who follows our PRIME values

### Desirable

- Fluent Welsh speaker

## Orchard's benefits package

Our people are what makes us so special. That's why we offer a generous benefits package to all who are part of our team. Here's an example of the benefits that are available:

- Flexible and remote working opportunities
- 10 – 4 core hours
- 25 days annual leave plus a free day off over Christmas
- Monthly wellbeing hour
- A generous training budget
- Private medical cover
- Cycle to work scheme
- 8% pension (that's 4% from you matched by us)
- Social events and activities (such as end of month drinks, film club and 5 a side football)

## How to **apply**

Please submit your CV and cover letter to [jointheteam@thinkorchard.com](mailto:jointheteam@thinkorchard.com) by Friday 14th July. We receive a large number of applications so whilst we will do our best to contact everyone, if you have not heard from us within a month of your application you have unfortunately been unsuccessful.

We're an equal opportunity employer, which means we'll consider all suitably qualified applicants regardless of gender identity or expression, ethnic origin, nationality, religion or beliefs, age, sexual orientation, disability status or any other protected characteristic. We recruit and develop our people based on merit and their passion and we're committed to creating an inclusive environment for all employees.

Progressive. Respectful. Imaginative. Mindful. Excellence.