

**ACCOUNT**

**MANAGER**

**FRUKT**

# General Summary:

To provide support to the Activation Director / Account Director in the delivery of existing projects and to deliver new business opportunities within the activation division.

# Key Responsibilities:

## Account management

- To take the internal and external lead in developing and managing specified music marketing projects
- Establishing process and co-ordinating internal resources and external partners to ensure timely delivery
- Project management
- Support line management with new business development leads
- Contributing to the business development pitching and proposal process as required
- Identifying and maximising new opportunities from existing client relationships

# Requirements:

## The following are essential:

- Educated to A level, NVQ or equivalent higher education level.
- Excellent organisational and time management skills.
- Proven ability to adopt a self-motivated, methodical, problem solving approach to work.
- Proven ability to achieve defined goals in a proactive business environment.
- Ability to develop strong working and management relationships with staff, contractors and clients at all levels.
- Fluent in written and spoken English: additional languages useful.
- Computer literate with Microsoft Office experience.
- Willingness to travel internationally as a part of the role.
- Experience and knowledge of major corporate clients

## The following would be beneficial:

- Experience using Mac OS X (Apple Macintosh).
- Exposure to music marketing projects
- Experience working in an agency environment