

Junior Account Executive

London SE1

Cherry is an award-winning creative healthcare communications agency based in London. We work with a number of the world's biggest pharmaceutical companies delivering award winning work for our clients. We take an integrated, multi-channel and consultative approach to client engagements and we work on numerous exciting brands across a wide variety of therapy areas.

The role:

The Junior Account Executive plays a supportive role, working across allocated accounts under the supervision of Account Manager/ Account Director. The junior account executive is responsible for the coordination of all projects, ensuring that tasks are completed by the relevant stakeholders and timelines are adhered to.

Key responsibilities:

- Knows the status of all projects and ensures timelines are adhered to by all parties
- Is responsible for all status and contact reports and administrative tasks
- Proofreads/QCs projects at each stage of development
- Is responsible for pushing projects through agency departments at each stage
- Builds strong relationships with clients and operate as day-to-day client contact on appropriate projects and for all status queries
- Is able to identify and disseminate relevant information and know who to involve
- Creation of estimates/budgets

Experience:

Entry-level role

Skills required:

- Demonstrates proactivity and initiative
- Demonstrates ambition and enthusiasm in learning new skills and building experience in new areas
- Strong communication and time management skills
- Interpersonal skills; ability to work well with others
- Influences people without causing conflict; tactful
- Flexibility, adaptability and resourcefulness
- Plans, organises well with good attention to detail

SPECIFIC RESPONSIBILITIES:

Administration

- Uploads and highlights references on client approval systems when required
- Regularly monitors journals, mailings or news articles for information relating to the therapy or disease areas worked on, and forwards relevant information to account teams
- Help AM / AD prepare for client meetings

Account management

- Responsible for supporting the smooth running of all projects planned and agreed with the client and AD:
 - Demonstrates excellent attention to detail in proofing jobs at each stage of the process and proofreads/QCs projects at each stage of development
 - Develops timelines for all projects and ensures these are adhered to
 - Demonstrates excellent attention to detail and organisational skills
 - Updates internal teams on upcoming projects
 - Develops accurate weekly resource requests and submits these in a timely fashion
 - Negotiates for time when needed and understands agency priorities
 - Demonstrates a passion for great creative work
 - Reviews and filters all client feedback thoroughly prior to passing on to internal teams, ensuring that all feedback is clear (clarifying with the client where need be), sensible and actionable
 - Keeps server folders up to date and well-organised – proactively saves all versions and all assets shared by clients as appropriate
 - Proactively prepares and sends accurate weekly client status reports
 - Develops agendas for and attends client meetings
 - Attends and participates in regular client phone contact, and develops prompt and accurate contact/phone contact reports within 24 hours of meeting/discussion
- Assists AM/AD with research to help develop proposals for clients
- Gains an understanding of the basics about client brand/s and the relevant therapeutic area/s

Financial management

- Enters appropriate financial information into agency software system in a timely fashion
- Monitors Purchase Orders received from client to ensure these are received in time for invoicing at the end of each month
- Completes own timesheets accurately and on a daily basis

Digital and print production

- Is responsible for adhering to quality control processes on all projects, circulating jobs to all relevant personnel sign off materials before sending to client

People/Internal stakeholder management

- Builds good working relationships with all agency departments

About Cherry

We are a healthcare communications agency - we have 110 full time employees and we are based on Southbank (just next to The Globe!). This year we have been recognised as one of the Best Workplaces in the UK, 2021 by Great Place to Work.

Employee skills development and career progression is a key focus for the agency. We provide ongoing on the job training, and where appropriate team members will be funded to enrol in training courses to address specific development needs. In 2020 we promoted 24 team members and developed and facilitated over 2,000 hours of training for our team. We have 6 monthly formal 360 reviews to ensure continued development and progression and people are promoted on merit.

Last year we developed and launched our CSR, D&I and Wellbeing committee which all team members have the opportunity to get involved in if they want to! This year our CSR team have organised some volunteering days for us all to get involved in helping out the local environment which we're really looking forward to!

We consider ourselves a friendly bunch and we encourage a social environment. We provide drinks on a Friday afternoon, there's also a cake club, a book group, a film club, people go running together, there's tennis in the local park in summer and groups of us can be found in the local bars and restaurants pretty regularly of an evening. In addition to these, we hold seasonal company parties where the whole agency will go out to undertake an activity, followed by a team dinner and drinks.

Get exposure to:

- Accelerated career progression with the opportunity to work and learn in different client project environments
- A competitive salary which grows as you develop in your career
- Ongoing professional development support, guidance and mentoring

If you feel you have what it takes, please email danni@cherrythinking.com with your CV and salary expectations.