

Account Executive

Location: Crawley, West Sussex

Salary: £18,000 - £23,000 dependent on experience

Full time role, 35 hours per week, flexible working hours available.

About DigiBubble

DigiBubble Limited are a full-service digital agency, enabling our clients to succeed online. Through website development, digital advertising, Content Management, SEO and software development our team have all of the tools required to build and support numerous online projects. We have an extensive and varied client portfolio that requires careful account management in order to succeed.

Job brief

We are looking for an Account Executive to maintain and build long-term relationships with our clients. Servicing their digital requirements including but, not limited to, website design, media management, digital advertising and content writing.

The Account Executive's role is to...

- Oversee a portfolio of assigned clients.
- Undertake a variety of digital tasks for clients.
- Develop additional business from existing clients.
- Website Analytics and reporting.
- Actively seek new sales opportunities.
- Identify new opportunities to evolve client relationships.
- Operate as the lead point of contact for all matters specific to your accounts.
- Liaise with appropriate departments in order to further support client's needs.
- Travel where necessary to visit clients or external projects such as photo shoots.

Requirements

- Graduate preferred but not essential.
- Proven work experience in a relevant client focused role is desirable but not required.
- Basic understanding of web design techniques and tools
- Basic understanding of common digital advertising practices.
- Experience MS Office (Essential).
- Understanding of social media platforms.
- Excellent listening, negotiation and presentation skills.
- Strong verbal and written communication skills with an eye for detail.
- Any relevant experience or education.
- Driven, ambitious and passionate about a career in digital marketing.

Benefits Include

- Competitive Salary
- Extensive and ongoing training.
- Flexible working hours.
- Free fruit and Breakfast.
- Discounted Gym Membership.
- Private Medical Insurance.

We are a small team with big ambitions and would like to speak to anyone who feels they are ambitious, entrepreneurial and excited by the opportunity to work with a great team of experienced, digital professionals.

If you are interested in working with us, please email your CV to Mike@digibubble.co.uk.