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# Account Executive Job Description

**emperor**

## About the Role

As an Account Executive, you'll support the delivery of projects along with the rest of the client team. Working with an Account Manager / Account Director, you'll be involved with work right from the start – meeting the client to understand their needs, briefing the project into design and managing feedback through to project completion.

If you're interested in communications and like getting things done, this could be the role for you.

You will also:

- Set up client meetings - arranging diaries and agendas
- Attend regular meetings with clients and take and share notes afterwards
- Keep in touch with clients and your team through phone /zoom calls (as the first choice) and email (as the second)
- Prepare and circulate information for the team and clients – i.e. weekly status reports
- Take part in design briefings and brainstorming
- Create and update schedules
- Make sure all teams are aware of deadlines and projects stay on track and clients are informed throughout
- Check jobs for accuracy
- Make sure clients receive accurate estimates and invoices for work and keep these up to date when the inevitable changes happen

## About your Development

During your time in this role, we expect you to be able to grow and develop to:

- Become the day-to-day contact for some clients, building a trusted relationship, and gaining an understanding of their business needs and focus, so you can identify new opportunities.
- Take the lead on some projects
- Brief projects in to the designers
- Be a champion for our brand and positively contribute and enhance our culture

## About You

We're not looking for any particular qualifications or experience, this is an entry level job and we will provide training and mentoring for you throughout your time with us.

What we would like to have is:

- A confident, proactive attitude
- Good communication skills – verbal, written – both internally and with clients
- Great attention to detail
- The ability to manage and organise your own time
- A proactive, always learning approach – you'll be keen to keep up-to-date with Emperor's offering and how we can best support clients – and keen to take on new challenges and opportunities

## About Emperor

We're an independent, employee-owned corporate communications business, We have over 240 people across five office locations but wherever we work, we help clients engage with audiences creatively. That's why you'll find our teams are chock full of creative, engaging, supportive people like you.

## What we offer:

- This is a 12 month, full time paid position with the opportunity for it to become a permanent role following the initial 12 month period
- Regular check ins with your line manager and mentor around how you're getting on
- Experience working with varied clients and projects in an ambitious agency
- A supportive company culture. We strive to be a great place for great people to do great work, and you'll receive regular training plus opportunities to attend Emperor thought leadership sessions and industry events
- 25 days' holiday (plus Bank Holidays). And a day off for your birthday!
- Wellness resources and activities including yoga, exercise sessions, mediation, art classes, free counselling service, cycle to work scheme, free fruit, Friday drinks and many more
- Varied all staff get togethers - from company parties to fundraising events, volunteering opportunities and cultural events
- Enhanced maternity, paternity and adoption leave
- Company pension scheme
- A really great team around you!

We'll be interviewing in June, and particularly encourage applications from recent school leavers.

If you're interested, email [jobsedin@emperor.works](mailto:jobsedin@emperor.works) by 31st May telling us why you'd be a perfect fit for the role (300 words max, no novels please!).

As an employer, we are committed to ensuring the representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, or any other aspect, which makes them unique.

We welcome applicants from all backgrounds to apply and would encourage you to let us know if there are any steps we can take to ensure that your recruitment process enables you to present yourself in a way that makes you comfortable

