

# ACCOUNT EXECUTIVE

## JOB DETAIL

**JOB TITLE:** Account Executive

**REPORTING TO:** Senior Account Director

**DIRECT REPORTS:** N/A

## PURPOSE OF THIS POSITION

Responsible for assisting in the maintenance of our client relationships, the management of sponsorship activation and media accounts execution, and ensuring client satisfaction.

## QUALIFICATIONS

### **REQUIRED:**

- Relevant Bachelor's degree

## KNOWLEDGE

**REQUIRED:** Comprehensive knowledge in –

- Project Management
- Event Management
- Hospitality
- Sport
- Must have previous experience in Brand Campaigns and Events

## EXPERIENCE

### **REQUIRED:**

- Previously interned at a Client Services division
- Minimum 1 year's experience

## JOB CONTEXT

**The Account executive is primarily responsible for:** assisting in the management and implementation of Sponsorship Activations and Media Accounts as appointed to you. Duties include but are not limited)

### **Client Relationships:**

- Assist the team in maintaining good client relationships.
- Actively participate in client conversations and assist senior members, e.g., take notes and prepare contact reports and share with the team when required.
- Demonstrate knowledge in all Mscsports Account Management tools and processes.
- Assist in the efficient and effective running of projects across all client projects.
- Assist in gathering and sharing client feedback on campaign work to build satisfaction and recognition of agency value and feed credentials/effectiveness award entries.
- Be part of meeting regularly with client teams to plan and progress account activity.

### **Creative:**

- Assist with working with the strategy team to develop creative briefs in research/ account. Marketing knowledge.
- Assist with ensuring that the output is in line with the client's brief, Mscsports' standards, as well as all applicable legal and regulatory requirements.
- Assist in presenting tactical creative ideas and work to clients on accounts that you are managing on a day-to-day basis.
- Champion and demonstrate a passion for the agency's creative output.

### **Delivery:**

- Demonstrated organizational and time management skills to effectively manage work requirements.
- Ensure senior account team members are aware of all critical client deadlines to enable them to support you in prioritizing work.
- Assist senior members with the full Client Management Service Portfolio

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## JOB CONTEXT

- Assist senior members with the full Client Management Service Portfolio
- Work with cross-functional teams to ensure seamless campaign execution.
- Take ownership of all accounts within your portfolio, referring upwards
- Manage and update project tracking tools (e.g., progress reports, etc.) regularly.
- Rights Implementation and Leveraging
- Assist in driving operational efficiency.
- Supplier management – ensure suppliers deliver to the required standard.
- Financial Management – Assist senior members in the drafting and management of budgets and reporting.
- Assist senior members with PR & Media Management.
- Hospitality
- Assist with ad hoc projects.

### **People:**

- Foster good relationships with all internal departments and cross-functional teams
- Encourage teamwork and effective communication.
- As a member of the Client Services team, assist where possible with the coaching and development of more junior members of the team, for example, Interns.
- Proactively support your manager, bringing forward fresh concepts and challenging assumptions where necessary
- Consult senior team members for guidance and support.

### **Business Development:**

- Work with other agency members to prepare responses to client requests for information.
- Assist senior members in ensuring that clients are aware of all the services Mscsports can offer.

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## JOB CONTEXT

**Media Solutions:**

- General filing and administrative support (contracts, mandates, etc)
- Accuracy check and analysis of post-campaign data
- Sending out invoices and general administrative communication
- Ad hoc administrative duties

## SKILLS

**Required:**

- Event Management and Project Management Skills
- Finance and budget management experience
- Client Service Skills

## PERSONAL QUALITIES

**Required:**

- Open and friendly personality – Excellent people skills
- Very structured and deadline-driven.
- Handles pressure – ability to handle multiple outputs simultaneously.
- Strong interpersonal skills
- Self-motivated and disciplined
- Solutions driven.
- Attention to detail.
- Team player
- Happy to work after hours when required.