

## **Job Description: Account Executive**

**Reporting to:** Senior Account Manager/Account Manager

**Department:** Learning Communications

**Location:** London

### **Who we are**

Havas People is part of Havas Group, one of the world's largest advertising and communication networks. We are specialists in building connections between brands and talent through brilliant communications.

We help organisations to attract and recruit the best talent, then we help those organisations to achieve the best performance through those people. ([www.havaspeople.com](http://www.havaspeople.com))

### **The team**

The Learning Communications team works with Global Clients to develop training material and internal communications in a variety of different formats. As an Account Executive, you will be integral to the development of these materials.

We consider our team to be unique as all members of the Learning Communications team have a 'hybrid' role, being fully responsible for project management, Client services and end-to-end delivery.

### **A day in the life**

Our Account Executives act as a vital link between the Agency and our Clients, as a result a typical 'day in the life' includes organising and attending Client meetings and writing reports, to supporting the team in project related tasks such as proof reading, writing content, preparing creative briefs and managing the project timeplans.

### **Your responsibilities**

- Supporting the wider team on sold Client work
- Managing the ongoing relationship with key Clients
- Working with internal resource, such as Studio/Digital
- Researching topics and writing copy for very technical subjects ranging from European Automotive Emissions Standards to Social Media/Digital Advertising

### **Your accountability**

- Client liaison for all internal and external meetings
- Briefing designers and programmers as appropriate
- Proofreading and checking documents to ensure consistency
- Ensuring all work is completed to deadline and to a Client-ready high standard
- Managing internal and external invoices
- Preparing and circulating Client reports/meeting minutes (daily/weekly)
- Organising and managing all catering and room bookings requests
- General admin tasks (daily/weekly)

### Your main internal connections

- HKX Building Services
- HKX Catering
- HKX Reception
- Programme Management
- Creative & Studio
- Finance

### Your experience

You will typically have at least 1 year of experience working as an Account Coordinator or Account Executive in an Agency.

Experience of training/learning communications and/or internal communications would be advantageous as well as an interest in the automotive industry.

### Your qualification/knowledge requirements

Bachelor's degree (2:1 minimum) in any subject, or equivalent

### Your skills

- The written word, with a natural ability to explain complex subject matter in a simple way and excellent attention to detail
- Microsoft Office, with an emphasis on Excel skills
- Customer service and problem solving
- Presenting confidently to internal and external teams
- Project management and organisation
- Strategic thinking with curiosity to spot opportunities and provide the best advice to Clients

### Our working culture

We expect all our employees to role model behaviours linked with our core values:

- **We roll-up our sleeves:** We know that if you're prepared to work hard, you can put your name to something great. If we say that we're going to do something, you can be sure that we'll do it.
- **We work together:** We respect each other, we enjoy sharing ideas, and we know we can rely on one another. Which means we can achieve more as a team.
- **We ask, "What if?":** We're curious about the world around us, and know that if we never stop questioning, we will never stop discovering more.
- **We find a way:** The most exciting opportunities can initially seem impossible. By staying flexible and keeping open minds, we can always find a way.

*Havas People aims to ensure that no potential or current employee is treated less favourably because of their age, religion or belief, race, disability, sex, sexual orientation, gender reassignment, marital/civil partnership status or because of pregnancy or maternity leave.*