

## Job Description: Account Executive

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

**Department:** Learning Communications

**Location:** London

### Who we are

Havas People is part of the Havas Group (one of the world's largest communication groups). As the home of 'Meaningful Brands,' our Group purpose is to make a meaningful difference to the brands, the businesses and the lives of the people we work with.

At Havas People, our focus is specifically on creating meaningful brands for the changing world of work and study. This means developing creative communications, for instance, for universities who need to attract students, or for companies who need to attract new employees and engage existing ones.

In order to achieve this we are a bustling agency of passionate individuals who all bring their own expertise and work together across varying teams and disciplines. This means working alongside Client Service, Strategy, Creative, Media, Social, and Digital teams to deliver the best results for our clients.

This is a fantastic opportunity for you to join a global, award-winning agency in a pivotal role.

### 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

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- 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

Our values are a driving force behind our culture – guiding our behaviours and decision making, and inspiring us as we look to the future. We expect our employees to live our values every day:

- **Be Brave:** The comfort zone gets boring. So, look forward. Relish challenges. Let your passion, determination, and curiosity loose, and never stop pushing boundaries.
- **Champion Inclusion:** Your voice matters. Use it. Play your part to build a culture where every person belongs, and we all feel valued. We know we can always improve. It takes empathy, an open mind, and the willingness to act.
- **Make It Collaborative:** We are fortunate to work in a community of talent. Make the most of the diverse experience and expertise of those around you by learning, sharing, and contributing to collective thinking that helps us take a leap forward.
- **Take Pride:** Never settle. With your work, and with your own career, aim for nothing less than excellence. Let that drive inspire you to go the extra mile, and feel the excitement when you surprise even yourself.