

## JUNIOR ACCOUNT EXECUTIVE

Creative & Commercial is looking for an ambitious Junior Account Executive to join our growing team. Based in London's Primrose Hill, the agency works with brands of all shapes and sizes across a variety of commercial and not-for-profit sectors.

### The successful candidate will:

- Ideally have 1-2 years experience (although we could be tempted by an incredible graduate)
- Have an eye for detail
- Possess creative flair
- Have excellent management and organisational skills
- Be a great communicator
- Be naturally inquisitive and eager to learn
- Quickly develop good relationships and trust with clients and colleagues
- Have previous experience working in a team
- Understand why budgets are necessary
- Be calm under pressure

You will report directly to the Account Director and day-to-day activities will include:

- Client briefings and meetings
- Liaising with creative teams
- Disseminating information between client and agency
- Proof-reading and checking
- Administration tasks that will keep the agency and our clients well-managed and organised
- Being creative and feeding your ideas into the campaign development process

The successful candidate must be eligible to work in the UK

Salary £19-21k (depending on experience)

Please send CVs and a covering letter to [charlotte@creativeandcommercial.co.uk](mailto:charlotte@creativeandcommercial.co.uk) with the Subject: JAE

Closing date for applications Friday 21<sup>st</sup> May at 5pm.  
We're ready for you to start as soon as you can.