



5 ROSSLYN MEWS T +44 (0)20 7435 7070
LONDON F +44 (0)20 7435 8080
NW3 1NN WWW.PROVOKATEUR.COM

Contact: joshua@provokateur.com
Location: Hampstead, London
Contract: F/T
Design Disciplines: Print, Advertising, Digital/Web
Position: Junior Account Manager / Project Manager
Salary: Subject to experience
Job Start: 01.10.11

Provokateur is an award winning ethical communications agency looking for a Junior Account Manager to join our team.

As an agency, we specialise in working with charities, social enterprises, ethical businesses, education, arts and beyond, and have relationships with many of the UK's top charities.

Our work is varied, and includes a mix of digital projects, branding, campaigns and otherwise.

No two days are the same, and the whole team are adept at getting stuck in, and working to tight deadlines when required. You will be reporting to an experienced Account Director who is keen to develop and grow people on the team. This is an amazing chance to become part of an established team in a great, buzzy agency working on some of the most interesting, challenging and rewarding creative projects possible.

The role will include the following:

- Taking briefs from clients
- Managing and maintaining client relationships
- Managing the delivery of a range of print media, online banners, website updates, emails etc
- Managing project schedules and budgets
- Identifying opportunities to grow and develop client accounts
- Helping out on new business pitches
- Researching clients and sectors
- Being an active part of a forward thinking dynamic agency – happy and comfortable to contribute to the studio discussions and banter!
- Reporting into and working alongside our Account director, and supporting her on larger projects
- Liaising with the project and creative team to ensure the client briefs are met
- General office admin - as a small agency everyone has to chip in.

To be considered for the role, you must have the following:

- Experience and understanding of managing branding and print projects
- A good basic understanding and keen interest in digital communications, social media, and the latest web-based technologies.
- A good basic understanding of the print production process
- Exceptional attention to detail
- Excellent written and verbal communication skills and the ability and confidence to be client facing
- Bags of initiative, common sense and smarts
- Energy, enthusiasm and a good sense of humour
- Proven ability to juggle multiple tasks and projects and still meet deadlines
- Share Provokateur's ethos and have a keen interest in the ethical world / third sector.
- Microsoft word, excel and powerpoint knowledge

Desirable:

- Knowledge of Basecamp
- Knowledge of Photoshop
- Other useful skills a bonus!