



## ACCOUNT EXECUTIVE UNDERGRADUATE PLACEMENT - JOB DESCRIPTION

<b>Job Title:</b>	Account Executive (Placement)	<b>Department(s):</b>	Client Account Teams
<b>Reports to:</b>	Head Of Account Management via designated Client Account Manager.		
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"><li>• Manage the administration of the client account team being responsive to deadlines and proactive in the approach.</li><li>• Manage the communication and co-ordination of the designated Account Team with other Fusion departments (Catalyst - design studio/ Event Production/ Operations and Logistics etc.).</li><li>• Delivery of ad-hoc client account team requests (cascading information across the business).</li><li>• Assisting with national events where appropriate alongside the Client Account Manager and the Fusion Event Production Team.</li><li>• Assist the Client Account Manager with client hosting on large scale events.</li><li>• Assist Client Account Manager with preparation for presentations and internal departmental status meetings.</li><li>• Assist the Client Account Team with data analysis on key business objectives and KPI's for internal stakeholder presentations.</li><li>• Assist with sourcing key visuals and hero assets from the above the line (ATL Advertising Team) for adaptation into multiple event print and digital formats.</li><li>• Provide exceptional customer service to the Client acting as a contact point when Client Account Manager is absent or out of office, including answering enquiries/ effectively handling queries and requests.</li><li>• Occasional attendance at all agency meetings may be required.</li><li>• Occasional attendance at live events.</li><li>• Lead role within Fusion's Charity &amp; Social Committee, planning a host of fun fundraising activities and raising awareness of the cause. Organising engaging fundraising activities and company events, overseeing the completion of last year's charity initiative and onboarding Fusion's newly chosen charity for the upcoming year. Acting as the main point of contact within Fusion for the charity.</li><li>• Lead project management role with University Careers Fairs.</li></ul>		

### FUSION 2K LTD



**Qualities and competencies:**

- A confident, enthusiastic, highly organised individual with a flexible working nature, excellent multi-tasking skills, can-do attitude and the ability to prioritise.
- An excellent communicator (both verbal and written), with the ability to communicate with a variety of individuals professionally.
- A proven background, interest or experience in aspects of marketing or event management. Undertaking a degree in either subject is preferred.
- Excellent decision-making skills and the ability to remain calm under pressure. Able to prioritise and work to tight deadlines.
- Excellent attention to detail and work to a high standard (including an eye for spelling, punctuation and copywriting/ proof reading).
- Resourceful, self-starting and excellent use of initiative.
- Adaptable to change.
- Competent with Excel.
- Computer literate using Microsoft packages and file sharing platforms (Hightail, WeTransfer, Google Docs).
- Team player and keen to assist and support wherever you can.
- Punctual.
- Full UK Driving Licence, with no more than 6 penalty points. Access to a car for the duration of the placement is essential.
- Some travel within the UK, including some overnight stays (including a weekend) may be required.