MARKETING ACCOUNT EXECUTIVE UNDERGRADUATE PLACEMENT – JOB DESCRIPTION			
Job Title:	Marketing Account Executive (Placement)	**Department(s):**	Client Account Management
Reports to:	Head Of Client Account Management via designated Senior Account Manager.		
Key responsibilities:	• Proactively provide administrative support to the Account Management and Client Services teams, ensuring prompt responses and timely delivery. • Coordinate communication between the designated Account Team and other Fusion departments, including Catalyst (Design Studio), Event Production, Operations and Logistics. • Handle ad hoc requests from the client account team and share relevant information across the business. • Support national events as needed in collaboration with the Client Account Manager and Fusion Event Production Team. • Assist the Client Account Manager with hosting clients at large-scale events. • Assist the Client Account Manager in preparing presentations and internal departmental status meetings. • Help the Client Account Team with data analytics on key business objectives and KPIs for internal stakeholder presentations. • Obtain key visuals and hero assets from the above-the-line (ATL) advertising team for adaptation across print and digital event materials. • Provide excellent customer service to the Client and serve as the client's main contact when the Client Account Manager is unavailable, responding promptly to enquiries and requests. • Attend agency meetings when required. • Attend live events when required. • Lead Fusion's Charity & Social Committee by organising fundraising activities and engaging company events, promoting the chosen cause, concluding the previous year's initiative, onboarding the new charity and acting as Fusion's primary charity contact. • Manage university careers fair projects from planning through delivery (as required).		
Skills and competencies:	• Confident, enthusiastic and highly organised, with a flexible approach, strong multitasking skills, a can-do attitude and the ability to prioritise effectively. • Excellent written and verbal communication skills, with the ability to engage professionally with a wide range of people. • A demonstrated interest, background or experience in marketing or event management; studying towards a degree in either subject is preferred. • Strong decision-making skills, with the ability to remain calm under pressure, prioritise effectively and meet tight deadlines.		

	• Excellent attention to detail and consistently high standards, including strong spelling, punctuation, copywriting and proofreading skills. • Resourceful and self-motivated, with strong initiative. • Able to adapt quickly to change. • Proficient in Microsoft Excel. • Confident using Microsoft applications and file-sharing platforms such as Hightail, WeTransfer and Google Docs. • A collaborative team player who is willing to help wherever needed. • Reliable and punctual. • A full UK driving licence with no more than six penalty points, plus access to a car throughout the placement is essential. • Willingness to travel within the UK, with occasional overnight and weekend stays as required.