

SevenEvents

Create Deliver Inspire

Account Director Job Spec

About Us

SevenEvents is a creative events agency with a global reach. We are experts in helping clients communicate and engage audiences through live and digital event experiences.

With our head office in Mayfair London and a further office in Birmingham, we offer a full range of event services, including creative concepting and design; production; incentive travel; and virtual events for a wide range of corporate clients. We are a fast-growing and dynamic agency with a talented team of event experts with a wide range of skill sets that create a dynamic and successful mix.

SevenEvents is part of the wider SevenCapital group. The SevenCapital group are constantly adding to their portfolio investments, which currently includes property, events, travel, hotels, media and property interiors.

Role overview:

The role has three primary responsibilities:

1. Developing and maintaining an understanding of their clients' businesses, so the agency can be better equipped to meet their needs.
2. Acts as an 'internal client', guiding our teams to meeting those client needs and the standards of work that the client expects.
3. Building, maintaining and developing individual relationships within client teams to help grow our account with them.

Responsibilities:

- Independent research of business conditions and strategies for existing clients and prospects.
- Guidance of internal teams on client insights to better inform the agency's output.
- Understanding of clients' organisational structure, approval process and agency strategy.
- Development of account plans to inform agency strategy for client growth.
- Oversight of client proposals and active projects.
- Agency/client contractual process and written confirmations of engagement.
- Maintenance and monitoring of financial process for client accounts, including billing schedules and invoicing.
- Monitoring of and responsibility for account financial performance.
- Networking and proactive business development within client teams to further grow the scope of our engagement.
- Other responsibilities, as they arise.

For the role you must have:

- At least six years' experience within an agency, in a senior account management or client services position.
- The ability to think strategically and be a business partner to our clients
- Effective presentation skills
- Proven experience in selling agency capabilities and proposals

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- An appreciation for agency strategy and creative output
- Strong interpersonal skills
- The ability to travel for work, as necessary

Apply directly to our MD: alan@sevenevents.co.uk