

Account Executive.

Type: Full-time, permanent	Location: South Oxfordshire	Start date: ASAP	Rate: Competitive, DOE	Apply: careers@itsjuice.com
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About the role

If you're looking for a new challenge in a vibrant agency with fantastic clients in a beautiful environment, we might be just what you need.

We're looking for a full-time Account Executive to join our busy team. The role will require you to play a key role in the day-to-day deliver of client projects, working alongside other members of the accounts and project management team. You will support with attending client meetings, helping to take client briefs and assisting with briefing other internal departments across Juice.

As an experienced Account Executive with a flexible approach and an excellent eye for detail, you will be pivotal in helping to deliver a wide range of projects for our clients across online and offline content for a large OEM in the automotive industry, ensuring it is delivered and distributed accurately, to highest quality, and on time (referring to SLAs) and budget. We would also expect you to track and report on content engagement and be proactive in suggesting improvements to strategy and approach.

The role will require you to QA/proofread material prior to launch and work with the wider Juice and/or client team to correct any errors or omissions. You will also be responsible for supporting with updates and maintenance to a number of bespoke online Content Management Systems (CMS).

Your personality is important to us too. You'll need to be professional, assertive and extremely well-organised with the ability to prioritise, delegate and multi-task under pressure. A sense of humour and a sense of perspective would be hugely beneficial too. As would a love of cake.

Juice is a small, hands-on digital agency, and all parts of the business work closely together, so experience of working within a similar production/agency background would be beneficial.

The package

- A competitive salary
- Private healthcare
- Private travel insurance for you and your family
- Better than average employers' contributory pension
- Salary sacrifice car scheme
- Cycle to work scheme



Skills required

- 2+ years of relevant work experience
- Outstanding client service mentality
- Native or bilingual proficiency in English
- Impeccable copywriting skills
- Excellent accuracy
- Excellent spelling and grammar with strong proofreading skills
- Understanding of analytics and data interpretation
- Confident working with CMSs
- Highly organised with great attention to detail
- Calm under pressure and able to work to tight deadlines
- Innovative and creative thinker with ability to initiate and manage own projects with outstanding execution



Skills preferred

- Degree educated, preferably in Marketing, Journalism, Advertising, PR, Communications, or a related field
- Working knowledge of other languages
- Experience of working within an agency
- Experience of coordinating work across teams



About Juice

A creative agency that boosts brands and fuels growth. We're thinkers and makers. Status quo challengers. Opportunity chasers.

We are a compact, full-service video and interactive communications company. We make anything that moves (web apps, websites, elearning, video, animation) and a few things that don't (print, and the occasional board game).

We have a relatively small number of clients, including Intercontinental Hotels Group, BMW and Barclays, all of whom we love working with. And we are happiest of all when our clients come back to us for more.

We 'live' in a beautiful converted barn with a fabulous coffee machine, barbecue lunches in the summer, and chickens nearby for one-sided conversation when it all gets too much. We are proud to offer proper salaries and excellent benefits including employers contributory pension, travel insurance and private health insurance. We are also delighted to be accredited investors in people.

JUICE.