

### **Trainee Account Executive** *Design and Production Management*

We are a full service marketing agency, based in Wilton, near Salisbury.

Our work encompasses PR campaign planning, press release writing, feature writing, production of case studies, fact sheets, advertising, copy writing, photography, graphic design, website and print services, plus marketing training and consultancy services for a wide range of clientele.

We are highly imaginative and have a strong portfolio of satisfied clients who like our work and regularly come back for more.

We are looking for an Account Executive to work alongside our account manager on processing all graphic design and website work for a wide range of clients. You will be required to work with our clients on new and existing projects; attending client and design agency meetings, taking briefs, providing written proposals and estimates, contributing to the creative solution, and assisting the project manager with the successful role out of projects.

#### **OUR KEY QUALITIES**

Established PR and marketing business;  
Modern offices, close to Salisbury;  
Great reputation for success;  
Close to Wilton Park & Ride;  
A rural location with ample parking, and;  
Small friendly office environment.

#### **WE ARE SEEKING**

Experience of Marketing or similar at degree level;  
A team player;  
A good eye for high quality design;  
An interest in (or experience of) design for the internet and e-commerce;  
Attention to detail and excellent proofreading skills;  
Excellent IT skills (MS Office);  
Experience of working in an office environment;  
Willing to push yourself;  
Good time keeping;  
Organised - self starter;  
Excellent positive telephone manner;  
100% committed.

#### **WHAT WE HOPE YOU WILL LEARN FROM US**

You'll be participating in the life of a growing creative business where ideas matter more than job titles, and where you have a chance to learn and succeed every day. Best of all you will be in the company of an accomplished team of creatives who enjoy their work, and are interested in sharing their experience with you.

With responsibility for maintaining the flow of creative work you will work closely with the account manager and designer/s to ensure that a client's brief is delivered. You will learn how to log requirements, deadlines and all additional elements. You will ensure that tasks are scheduled according to priority, and work with the designer to ensure that the client's needs are met.

Work must be checked thoroughly at every stage and proofed to clients for approval. If amendments are required these need to be logged and communicated to the designer. You will work to obtain signoff and then ensure that the jobs are taken to the next stage (eg invoicing, production, website coding, direct mailing, delivery, etc). You will learn about the whole process of delivering creative marketing solutions for a very diverse range of clients.

The successful candidate will be committed, resilient and prepared to work extra hours as required. You must be confident and presentable, have a good telephone manner, be well organised, computer literate and numerate.

Interested? Call Paula Barclay now on 01722 744033, and apply with your CV to: [linda.white@themustardagency.com](mailto:linda.white@themustardagency.com).