

Trainee Account Executive New Business Development

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 who is passionate about nurturing positive relationships with new and existing clients. Working with our existing team you will be responsible for maintaining the client database: keeping in regular contact; pre-empting client needs; identifying opportunities; and ensuring that we are top of mind for any marketing, PR, advertising, website, graphic design and printing related projects.

The Account Executive will also be responsible for promoting, publicising and selling delegate places on training courses for Paul Sample's Effective School Marketing series. This involves managing email campaigns, following up on leads, and developing the course curriculum.

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 PR and Marketing at degree level;
Someone who thrives on building positive client relationships;
A team player;
A good eye for design and an interest in internet and e-commerce;
Good creative writing 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 growing responsibility for the procurement of design, print, website and other projects you will be involved in finding leads, cold calling, tele-canvassing, attending customer and design agency meetings, building relationships with clients and providing estimates. An excellent grounding for a graduate seeking a career in this area.

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.