



Creativity is the cure.™

Being an aspiring Account Exec at createhealth



Job description

Role:	Account Exec
Reporting to:	Senior Account Manager
Direct reports:	None
Location:	Bristol, UK

The company: **Injecting a dose of creativity into healthcare communications**

If you like to make things better, you've come to the right place.

We're Create Health, a proudly independent, agile Med Comms and Advertising agency dedicated to bringing much-needed creativity to healthcare marketing.

We believe data and stats have their place, but if you truly want to change hearts and minds you need to **move** people; make them **feel** something.

Our strategic and creative thinking has the power to do this.

We invest time in creating the truly contagious - ideas rooted in empathy and truth, made to motivate and simple in thought, no matter how complex the science.

It's our cause.
Creativity is the cure™

Job purpose: Develop effective working relationships with client contacts and the wider internal agency teams, to enable the client servicing team to deliver great work smoothly - on time and within budget.





**Job
accountabilities:**

- Build good working relationships with client and agency contacts.
- Manage the day-to-day administration of the client account, including issuing of invoices, timing plans, estimates and client contact notes.
- Organise a variety of meetings, including room bookings, catering, technology, transport and personnel required.
- Attend client briefings and gathering relevant data to support the development of communication strategies and creative briefs in response.
- Prepare materials for presenting and selling creative work.
- Support the development of creative work by documenting client feedback and attending creative review meetings.
- Monitor project deadlines and budgets, identifying and communicating potential changes that may be required.
- Maintain accurate records of meetings, decisions and next actions.

**Measures for
the role:**

- Client satisfaction (measured via client survey) across client servicing, strategic thinking, creative thinking and quality of delivery.
- Client revenue (financial value to Create Health).
- Wider agency team feedback on your attitude and competencies.

**Other
information:**

- Occasional travel is required.
- Usual place of work is Bristol.
- Client requirements and their locations mean working hours vary week to week within the norms of what is expected working within a marketing agency.



Specification for Account Exec

Interests:

Essential

- Health / well-being
- Business
- Communication
- Marketing

Desirable

- Healthcare marketing
- Medical device marketing
- Consumer health
- Pharmaceutical marketing

Skills:

Essential

- Writing
- Presenting
- Word, PowerPoint, excel and other standard office product literate
- Fluent / native English speaker

Desirable

- Project management software
- Selling and negotiation skills
- Exposure to digital and marketing channels and strategies

Qualifications:

Essential

- Right to work in the UK

Desirable

- Marketing or Science degree
- CIM

Other:

Essential

- Excited to travel within UK and Europe
- Happy to fly
- Driving license, happy to drive
- Happy with occasional overnight stays

