

Job Description

Role: Account Management Assistant

Department: Account Management

Reports into: Heads of Account Management

Responsible for Managing: N/A

About Us

At Dewynters we believe experience is everything. From those we share together at theatres and concerts, exhibitions or sports events, to those we enjoy at home or online, every experience matters. Established in 1872 and based in central London, we're a fully integrated advertising and marketing agency specialising in live events, entertainments and the arts. Key accounts include The Lion King, Disney On Ice, The Bodyguard, Mamma Mia!, The Book of Mormon, Cats, Marvel Universe LIVE!, and Chicago.

About the Role

We are seeking an Account Management Assistant to join our passionate 20+ strong Account Management team. The ideal candidate would join our fast-paced environment with confidence and enthusiasm to support the department with all administrative requirements.

Your responsibilities

- Supporting the Account Management team with administrative requirements
- Providing PA and administrative support to the Heads of Account Management and Director of Client Services including diary and expenses management
- Providing account support on projects when required
- General department typing, photocopying, collating, binding, filing, emailing, including centralisation and collation of pitch and presentation documents
- Arranging meetings and coordination of meeting room catering
- Creating and maintaining databases as required
- Working with the New Business Coordinator to update current show / project and client lists
- Organising team travel and accommodation
- Assisting with the organisation of events and hospitality: launches, opening nights, client gifts and client entertainment
- Reception duty for 30 minutes over lunch and 5.00-6pm daily

- Updating the campaign budgets in the absence of the Budget Controller

Your skills/qualifications

- Previous work experience
- Outstanding organisational, typing and computer skills
- Meticulous attention to detail
- The ability to take initiative and be proactive
- Enthusiasm and a sense of humour
- Ability to think on your feet and juggle conflicting priorities
- Excellent interpersonal, written and verbal communication skills
- To work independently and take responsibility for projects and be a great team player

Interested?

If you think this job is for you please send your updated CV and covering letter, stating your salary expectations and why you are the right person, to: recruitment@dewynters.com

What can we offer you?

We offer a whole array of benefits including:

- Competitive salary
- 23 days holiday rising to 28 days holiday (includes the Christmas shut -down)
- Flexible working
- Private health Insurance
- Career development and training opportunities
- Enhanced Maternity and Paternity package
- Life Assurance
- Season Ticket Loan
- Cycle2Work Scheme
- Complimentary theatre/entertainment ticket