

## Freelance Account Manager Opportunity

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An immediate start for an exciting Freelance Account Manager opportunity, working with one of the biggest names in Silicon Valley in our trendy office in Central London.

Submit your CV and details of why you are suitable to [hr@foxps.com](mailto:hr@foxps.com).

### Our Ideal Freelance Account Manager

- **You're highly skilled in project management** and are able to manage multiple projects, with multiple internal resources & external stakeholders, effectively.
- **You have demonstrable experience in delivering integrated B2B campaigns** in a fast-paced agency environment – on and offline – from client brief through to successful completion.
- **You're adept at building and maintaining effective relationships with your clients**, playing an active and confident role in meetings, presentations and pitches. You're passionate about communication and look to new and innovative – but relevant – ways to connect your clients with their customers.
- **You're confident in managing the financial aspects of your client projects**; from budgeting, managing time/costs to invoicing and post campaign reconciliation.
- **You have an eye for relevant detail** in the assessment of campaign results and use these to optimise and guide subsequent campaign activity.
- Overall, you can demonstrate the ability to deliver projects on time, on budget and on quality – all with passion, enthusiasm and a sense of fun!

### The Agency

Headquartered in central London, in trendy new offices, Fox Parrack Singapore is Europe's longest established tech-focused marketing communications agency.

As a tech marketing agency with a B2B focus, we're in the privileged position of working with innovative clients, selling innovative products and services, in innovative ways. As a result, we work to the beat of rulebooks being ripped to shreds. Our approach is a unique blend of strategic communications skills and specialist market experience.

We work with large established tech corporations like Xerox and Orange Business Services and with smaller SMEs who are aiming for fast growth. Not only do we execute Marketing Communications Plans for these clients, we are involved with at all levels; ultimately driving fundamental change to their business strategy executed via multi-channel integrated campaigns.

The agency's breadth of client activity encompasses:

- demand generation and automated lead nurturing – both inbound and outbound
- advertising and media services
- brand, social media and product campaigns
- channel marketing
- local and international deployment



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## Our Requirements in Detail

**Reports to:** Head of Account Management

**Purpose:** Utilising strong customer care and project management skills, the Account Manager will work collaboratively with all internal teams to develop and execute projects on time, on budget and to brief.

**Responsibilities:** **External Client Interface**

- Establish and develop a full understanding of clients' markets, companies and key people (including their personal and business objectives).
- Develop and maintain strong relationships with clients.
- Ensure that concise and accurate communication is produced on-time, every time.
- Continually monitor the effectiveness of activity. Ensure that clients are regularly updated and advised of tactical opportunities.

**Internal Client Interface**

- Build strong working relationships with all departments within the Agency - providing support to staff at all levels of the agency.
- Manage client projects within the Agency by ensuring all departments work towards the same goal.
- Ensure that all projects are delivered on time and on budget.
- Ensure that all work that leaves the Agency is of the highest quality and is error free.
- Manage the production of cohesive and single-minded campaign work plans.
- Develop your appreciation for effective creative work. Evaluate cost effectiveness and quality of proposals prior to presentation.
- Contribute towards the writing of marketing plans, proposals and presentations.
- Manage the co-ordination and implementation of all production.
- Ensure client information is managed accurately and effectively.
- Promote effective communication between departments and provide regular updates on all aspects of accounts to the wider team.

**Responsibilities:** **Financial**

- Ensure the financial viability of projects by reviewing actual time spent against time allocated in budgets/proposals.
- Ensure the maximum profitability of each project.
- Assist in the preparation of monthly and quarterly financial reports.
- Assist in the development of business forecasts and the maintenance of their accuracy with a minimum of monthly updates.
- Ensure that all billing is regular and accurate, in accordance with the Agency's stated procedures and timescales.
- Monitor levels of Work-in-Progress and Debtors.

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