



burrows

ACCOUNT DIRECTOR

Highly competitive salary + paid overtime + benefits

Working with a global high profile automotive client, developing a strong long term relationship to fully understand project requirements and develop potential new opportunities

We are proud of our impressive client list which includes a number of prestigious brands, with a committed Client Operations Team. It's a challenging, yet highly rewarding environment with a fun and creative core.

We are looking for a very experienced Account Director to take on this core role within our business. It requires the successful candidate to be able to get under the skin of the clients' products and their requirements, and demonstrate first-class communication skills to take strategic ownership of the account. You will be overseeing a range of new projects, managing a large team of Account Handlers, and coordinating with internal teams across the project life. We're looking for someone who ideally has experience in account handling, has experience of both print and digital marketing materials, and is confident in managing client relationships proactively.

Why Burrows?

We're one of the UK's leading through-the-line creative marketing companies, an integral part of the Y&R/Wunderman worldwide partnership and a WPP Company.

As an accredited Investors in People Company, we believe in promoting the professional and personal development of our people.

We offer highly competitive salaries and a generous benefits package, including private health insurance. We believe in a healthy work/life balance.

The hours for the role are 37 per week Monday to Friday. Sometimes you may be required to do overtime, which will be paid.

You'll be working at our head office, a two-minute walk from Shenfield railway station, and less than 30 minutes by rail from central London. (Away from the madding crowd, but still close enough to get into it!)

To apply for this opportunity or to request a full job description, please forward your CV with a covering letter, noting your current remuneration package to:

**Human Resources, Burrows, The Burrows Building,
5 Rayleigh Road, Shenfield, Brentwood, Essex CM13 1AB.**

Tel: 01277 246666 Fax: 01277 246778.

email: burrows.careers@burrows.yr.com

web: www.burrows.info

Please note that due to the volume of emails and applications we receive on a daily basis we are unable to respond to everyone and therefore only successful applicants will be contacted.



JOB OVERVIEW

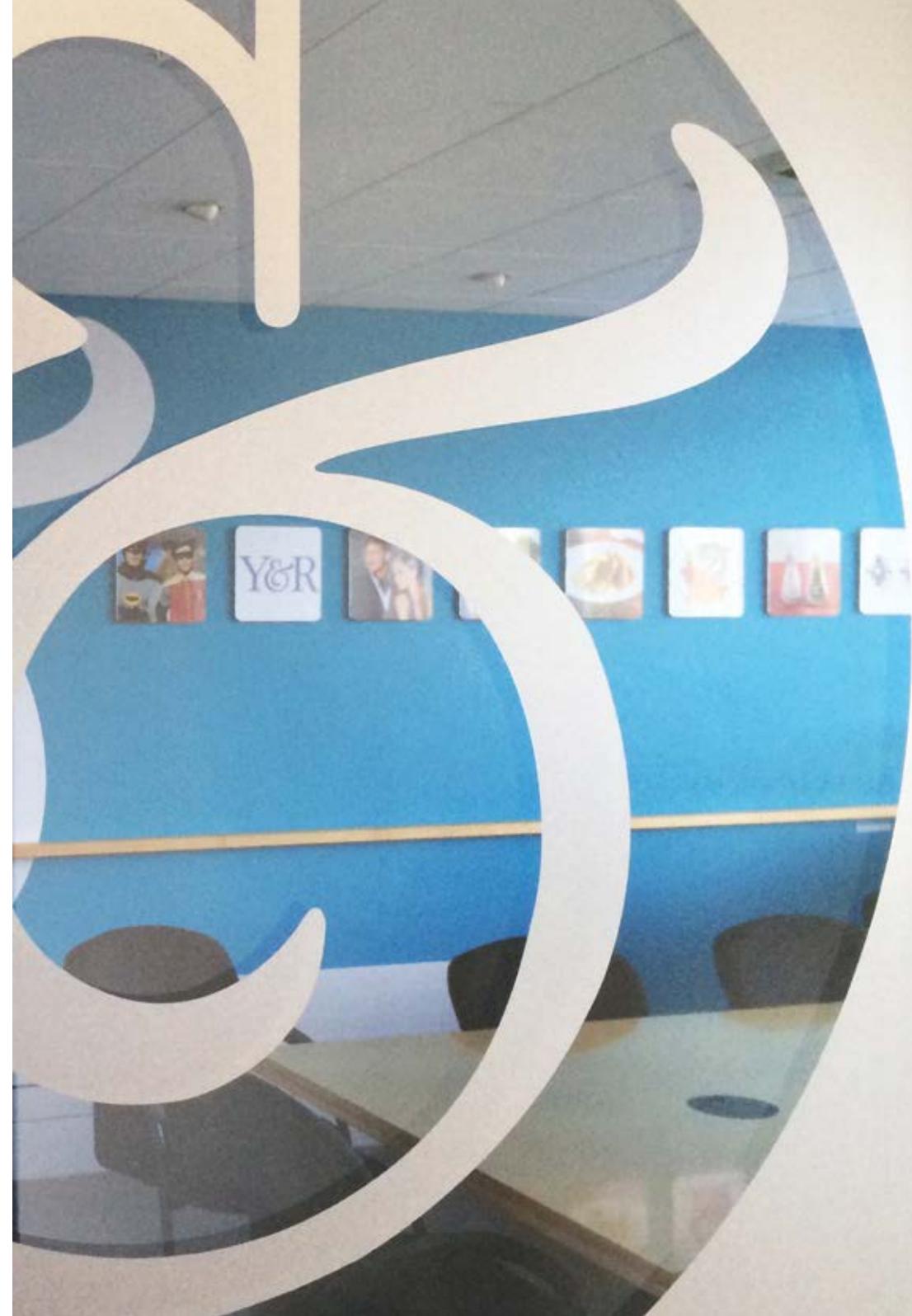
Lead the Ford brochure Senior Account Managers in the day to day delivery of Ford European Brochures. Provide direction to both the internal team and external client in all aspects of Ford Brochures with a focus on delivery. Lead the Market Liaison team and run assigned accounts delivering all jobs on time, on brief and on budget.

Key Responsibilities

- Be the sole point of contact for the lead client on all issues relating to our client's scope of work
- Provide strategic thinking and direction for the client and agency; demonstrating the ability see the big picture and translate this into actionable delivery with measurable value to the client and agency
- Be a role model and mentor for all members of your team, demonstrating a professional approach and ensuring that they aspire to reach the high levels that you have set
- Management and resolution of staff issues, performance, appraisals etc.
- Responsible for the Ford Brochure Senior Account Managers in the day to day delivery of projects against the client approved scope of work
- Actively manage the Market Liaison team to ensure they adopt a 'dates driven approach' to managing the markets and any communication
- Run key client meetings on a weekly basis, ensuring documentation is up to date and all 'risk' items are raised with the client and resolutions sought
- Provide email and reporting support on a daily basis to the Ford Brochure Client in all aspects
- Liaise and collaborate closely with the internal operational team responsible for the delivery of Ford European Brochures (Project Management, CGI, Retouching etc.)
- Work collaboratively with colleagues to constantly develop and deliver initiatives which surprise and delight the client with added value propositions, and by going above and beyond the brief
- Participate in weekly 'At Risk' meetings, bringing key risks that the Business can influence on a weekly basis. Ensure all metric dates are met or solutions proposed for dates that will not be met
- Attend the internal Ford timing overview meeting, reviewing timing plans to ensure that dates communicated to the client are discussed and agreed internally
- Provide written documentation to support the development of the Ford evaluation, complete metrics for the evaluation and cost saves and value add on a quarterly basis
- Proactively ensure a successful working relationship with the Ford Product Managers. Review and action requests as and when
- Regular budgets and forecasting as required
- Drive for additional business on assigned accounts through development of new business initiatives/ opportunities
- In the absence of the Head of Client Operations, act as lead interface with the Ford Brochure client
- Provide ad hoc support to Head of Client Operations

Other

The successful candidate will also be required to carry out any reasonable duties identified by their line manager or team leader as well as a duty to positively represent Burrows to our customers and suppliers. There will also be the need to comply with our ISO standards and fully participate in our company's performance management and development programmes, as well as working in accordance to our Human Resource policies and procedures.





SPEC & COMPETENCIES

	ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Entrepreneurial approach to growing revenues and expanding client relationships Able to take ownership of projects and progress independently Flexible, calm attitude towards work Inquisitive, creative and proactive in taking ideas to clients Able to demonstrate strong team leadership skills Demonstrates excellent time management and organisational skills to meet deadlines Able to talk and advise clients at senior levels with credibility Have first class interpersonal skills to work within a team in different contexts Able to lead internal project teams on complex projects with short deadlines Is a confident presenter 	
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> Strong background in an agency or client marketing organisation Experience of writing creative briefs and liaising with creative teams Experience of managing budgets and reporting on their status Experience of both print and digital media Proven experience in an Account Director role, managing a large team with multiple projects 	<ul style="list-style-type: none"> Experience of working with multi-language clients (Business language is English) Knowledge and experience of the automotive industry
QUALIFICATIONS	<ul style="list-style-type: none"> Minimum GCSE standard English/Maths Degree qualified (ideally in marketing, communications, digital media or business studies) PC literate, including MS Office 	
CIRCUMSTANCES	<ul style="list-style-type: none"> Able to work overtime as and when required Holds a clean, current driving licence Able to travel to visit clients as required – sometimes abroad 	