



**Position:** Account Manager

**Location:** Edinburgh

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### **Who are we?**

We're The Leith Agency - Scotland's leading creative agency. We're a creative, strategically-minded, digitally savvy team of 134 working in Edinburgh (the city recently ranked the best place to live in the world).

We're growing the work we do in the Health & Wellbeing sector and are looking to add a new Account Manager to our team. Our work builds on Leith's strong track record in public health and, with the increasing importance of digital health, our skills with data and code.

We currently work on a range of clients in the UK and internationally. We have ambitious plans to grow the business in 2022.

### **Who are we looking for?**

It would be an advantage if the potential candidates have experience of working with or for leading companies in the health and wellbeing sector. Given the nature of the work it will also be a bonus for candidates to have experience of international projects, language skills, paid media, and influencer projects.

But more importantly you must be passionate about using communications to help make a difference to the health and well-being of people, from reducing childhood obesity in Mexico to telling the story of the science behind the world's most innovative medicines.

### **Key responsibilities**

You'll be liaising with our clients:

- Preparing and circulating information for the team and clients: weekly status reports plus other reports as designated (week ahead updates, competitor news, results analysis etc.)
- Preparing for client meetings: arranging diaries and agendas and so on
- Attending client meetings as required and preparing accurate contact reports
- Maintaining regular contact with clients through calls, meetings, presentations and informally in a proactive way.

- Helping ensure that the agency's standards and reputation in all external dealings are maintained.

You'll be taking the lead in managing your projects including:

- Briefing internal departments and, where specified, external suppliers on requirements and job progress.
- Drafting the necessary documentation specified in the agency procedures (Synergist, traffic status, finance WIP etc).
- Checking jobs as required for accuracy.
- Preparing and maintaining production schedules for projects.
- Checking with other departments and, where specified, external suppliers that deadlines are understood and will be met.
- Ensure that the projects on the team are kept on track and the team and clients are fully informed of project progress.
- Trafficking creative feedback and updates between influencers and internal/external stakeholders.

Looking after the pennies and the pounds by:

- Ensuring that clients have received and approved accurate estimates for all work.
- Keeping accurate and comprehensive financial records for every project being managed and ensuring that Clients are billed correctly, on time.

**The skills and experience you'll need:**

- Experience working within a creative agency for at least 2 years.
- Contributed to a portfolio of distinctive work, as well as shown some creative thinking.
- Strong written and verbal communication skills, with the ability to articulate the 'why' behind ideas.
- Relentless attention to detail.
- A problem-solving personality, with the desire to help your colleagues.
- Most importantly a passion for creating meaningful work that improves the health and well-being of people.

**What's in it for you?**

- Not to blow our own trumpet, but you'll get to work at an award-winning agency with smart people who have a huge variety of skills
- A nice, airy, kushty office right on The Shore that we hope to see again soon
- Regular, company-wide learning sessions, meetups and talks
- Flexible hours and working from home
- Enhanced maternity/paternity leave and shared parental leave
- Pension plan with employer contributions, healthcare
- Charitable giving and volunteering days

And even despite its best efforts, the Coronavirus pandemic hasn't stopped us. We're still committed to offering social events throughout the year.

**Contact:**

**Website:** <https://leith.co.uk>