



## **JOB DESCRIPTION**

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<b>Title:</b>	<b>ACCOUNT MANAGER</b>
Responsible to:	Director of Communications, EnviroComms
Location:	Basildon, Essex
Salary:	To be discussed
Car:	We pay a monthly car allowance to cover the purchase, maintenance, tax and insurance for a suitable vehicle. Business related fuel costs are paid for by the company.
Probation period:	3 Months
Hours per week:	32.5. 1 hour for lunch 37.5 hours, 5 days 1hour unpaid lunch
Travel:	The role will require considerable travel within the UK often requiring overnights stays. Some international travel may also be required. We currently commit to at least two major exhibitions each year, one in Torbay during June and one in Birmingham during September.
Holidays:	The holiday entitlement is 22 days paid holiday per annum, increasing by one day per year up to a maximum of 25 days, to be accrued at one twelfth of the annual entitlement for each completed month of service.(Further details will be provided in the Contract of Employment)
Healthcare:	We have an optional private healthcare policy to which employees may join after the probationary period.
Pension:	The company does not at present have any provision for employee pension contributions.

## **Overview**

EnviroComms is a full-service agency providing a wide range of specialist marketing support to companies and organisations within the environmental sector – principally within waste and recycling where we have been responsible for some of the UK's most successful campaigns promoting local recycling initiatives, earning us the reputation as the UK's leading communication agency for this sector.

We're part of the Page Media Group, an integrated marketing services company offering an extensive resource of services including design, web, print and advertising.

Following a number of significant new business wins, we are looking for an energetic, ambitious and effective Account Manager to work on a range of existing and future projects as well as play a key role in developing new business and contribute to our growth strategy. This strategy includes further consolidation in the UK environmental sectors as well as developing opportunities in overseas markets.

You'll be working in a lively, engaging and challenging environment, brought about by the dedication and skills of an inspiring and creative team of individuals as well as the clients for whom we work.

The work you'll get involved with will vary enormously and call upon your entire skills set and include such variances as checking artwork proofs through to the planning and management of major press events, campaigns and everything in between.

This role provides the ideal opportunity for someone to step their career up a gear or two and provides a truly open ended opportunity for the right person.

	<b>Key Job Functions</b>
1.	Provide wide ranging client support on existing and new contracts in relation to the provision of marketing communication services provided by the company.
2.	Identify and pursue business opportunities within the waste, recycling and other environmental sectors with regards to marketing communication provision.
3.	Preparation of detailed proposals to prospective and existing clients, applying market knowledge and strategy, research where required and your skills to develop a viable, strategic solution.  This will also include presentation to the client – usually at a senior level.
4.	Preparation and submission of tenders for suitable work.
5.	Assist with the promotion of EnviroComms to the waste, recycling and environmental sectors. This may include the writing of articles for publications, PR activity, attendance at exhibitions and other sales focuses activities.
6.	Manage effectively the throughput of work, liaising with key departments (creative, print, etc) as well as working with third party suppliers.
7.	Manage effectively the client relationship through and beyond the duration of the contract, attending meetings, organisation of quotes, submission of design visuals, etc.
8.	Ensure accountability of all campaigns.
9.	Observe the market place to identify S.W.O.Ts that may affect our business. This will include regular business briefings to internal teams and recommended actions to secure new business.
10.	Other duties as may be required.

<b>Person specification</b>	
<u>Essential</u>	<u>Desirable</u>
Knowledge of the marketing communications processes including the management of creative development, online marketing, print, advertising, etc.	Knowledge of the waste and recycling business in the UK – with particular emphasis on local authority recycling activities.
At least three years' experience of working with communications agencies (advertising, marketing, etc).	Membership of professional bodies: CIM, CIWM, etc.
Excellent report writing skills	Experience of working within a marketing services agency (design, advertising, etc).
Knowledge of the tender application process – specifically in public sector environments.	Sales background
Ability to communicate effectively at a senior level.	Keen awareness to the wider environmental agenda
Willingness to approach activities "hands-on"	
Ability to engender confidence and trust in others	
Excellent numeracy	
A professional and methodical approach to work	
Ability to work equally well in a team environment as well as from one's own initiative	
Clean driving licence	
Willingness to travel throughout the UK, which may involve overnight stops.	

If you are interested in applying for this position, please send your CV and a covering letter to the address below.

**Deadline: 29 December 2006**

Stephen Bates  
Director of Communications

EnviroComms  
Marketing Communications for the Environmental Sector

3 The Capricorn Centre  
Cranes Farm Road  
Basildon  
Essex  
SS14 3JA

T: 01268 461210  
F: 01268 271859  
E: [stephenb@pagemediagroup.com](mailto:stephenb@pagemediagroup.com)  
W: [www.envirocomms.co.uk](http://www.envirocomms.co.uk)

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