

# Account Executive/Senior Account Executive

## Atlantis Healthcare

### £competitive depending on experience

Atlantis Healthcare is looking for a full time Account Executive/Senior Account Executive (dependent on experience) to join our Client Service Team, supporting in the day-to-day management of key client accounts. Ideally you will have experience in an agency environment, with an eye for detail and the ability to follow processes whilst showing initiative in any allocated tasks. The role acts as a link between our Client Service Team and other internal/external teams. You will be supporting other members of our Client Service Team in the delivery of our client projects, and we as a team will ensure that you are supported and developed in your role and career path.

### Overall Job Function/Role:

This hands-on role will involve:

- Supporting the execution of all aspects of the client project, including ensuring all work is fully briefed, signed off, and documented as required
- Managing day to day client relationships, building strong working relationships with the client team while managing project updates, key deliverables and project milestones to ensure all aspects of the project flow smoothly
- Working with internal functions to ensure high quality deliverables within budgets
- Managing material approvals (via systems such as ZINC/VEEVA)
- Supporting with financial administration, such as raising purchase orders and processing invoices
- Flagging potential project issues as they arise, and proactively suggesting potential solutions to ensure smooth running of the client project
- Builds rapport with day-to-day client contacts through good project management and consistent project updates and delivery
- Proactively identifies potential opportunities within client projects for Atlantis Healthcare to grow the account and suggest these to account lead
- Supports new business development as required.

Skill required for the role:

- Eye for detail – detail orientated with ability to identify inconsistencies/deviations from a brief
- Strong organisational/time managements skills – needs to be able to identify risks to project timelines/understand dependencies of workflow and flag to manager when required
- Clear written and oral communication – must be able to articulate and express themselves clearly in both team conversations and via email
- A basic understanding of digital technology, such as CMS and CRM platforms; and confidence to communicate with developers, technical specialists, etc...
- Customer focused – commitment to customer satisfaction, assuming responsibility for both successes and problems, while building customer confidence
- Results orientation – delivers relevant and timely outputs to a high-quality standard which meet internal / external project needs
- Teamwork - strong team player, working well with individuals across all functions
- Personal leadership – shows commitment, self-discipline and personal accountability
- Interpersonal relationship building – builds rapport with clients and good working relationships
- Project management – leads aspects of project delivery, taking a structured approach to managing problems as they arise as well as managing project budgets and timelines along with competing priorities which may arise (with support from the Project Management Team)

- Solution orientation / problem solving – assumes responsibility for clients, focusing on solving any potential issues or problems efficiently and effectively.

**Benefits:**

1. 25 days annual leave; plus, all UK recognized public holidays
2. Company pension
3. Private healthcare
4. Life assurance
5. Cycle to work scheme
6. Childcare vouchers

Candidates must have the right to work in the UK before applying.

Urgent role, please send me your CV if you are interested in hearing more about this exciting opportunity!

Please send CV & Covering Letter to [careers@atlantishealthcare.com](mailto:careers@atlantishealthcare.com)