

ROLE: CLIENT EXECUTIVE

Wake the Bear is a London based Media & Marketing agency. We are working with some of the most exciting early stage and high growth businesses in the UK to help them scale through advertising and communications.

ROLE PURPOSE

We're looking for someone to join us to support the wider team across all aspects of our clients' businesses. You will liaise with clients, as well as assist the team with competitive, data analysis and reporting to help fully understand audience journeys and media schedules.

If you like to work at an agency where we think about challenging business problems with an entrepreneurial attitude, then we'd love to hear from you.

WHAT YOU'LL BE DOING

- Work collaboratively with other teams and parts of the Agency
- Build a sound understanding of clients' businesses and the category landscape
- Develop close working relationships with our clients and delight them with attentive service
- Work with the wider Client and Media team to produce inspiring and detailed responses
- Build a good working knowledge and opinion of all media channels
- Create reports and insightful analysis to inform clients and key stakeholders
- Assist team with financial administration
- Building strong relationships with media owners

REQUIREMENTS

- You have good communication skills (verbal and written) with confidence in front of clients
- You have great organisational skills with attention to detail
- People recognise you as a team player, with the ability to work across the wider teams and foster collaboration and new ways of working
- You are a problem solver and enjoy finding solutions to tackle a brief
- Ideally, some experience working in a team
- Practical skills: PowerPoint and Google Slides competent, you know your way around a spreadsheet.

YOU'LL KNOW YOU'VE DONE A GOOD JOB WHEN YOU ARE...

- Comfortable building insightful communications to share with clients and teams on the market and any recent trends
- Working with all areas of WTB to ensure clients have the best set up and are consistently being serviced
- Playing an active role in supporting new business pitches.
- Actively seeking new training to improve your own skills and training other team members in your area of expertise.
- You're happy and content, enjoying your work and the company of the people you're doing it with.

OUR CORE BENEFITS INCLUDE

- Income protection
- Life assurance
- Private medical insurance
- Your birthday off
- £300 Life & Learn allowance per year (non-vocational development)
- Vocational training fund
- Enhanced maternity & paternity leave
- 25 days per year (pro-rata), raising by 1 day per year to a maximum of 30 days per year
- Flexible working