**Account Coordinator**

We are looking for an Account Coordinator: Day to day you will be supporting the Account Manager with administrative and office support activities, facilitating client and studio liaison, quote preparation, chasing information, billing and back office tasks.

There will be a combination of routine tasks and requests for support from Directors, Account Managers and other colleagues.

You will need to have a good eye for detail and be very well organised.

This is a training position and we would also expect that you seek to understand the strategy of, relationship with and profitability of clients. In due course we would hope that you progress onto be a more senior member of our client support team.

In return we will provide an annual salary (between £14,000 and £23,000 per annum depending on experience), a pension contribution of 5%, 20 days holiday plus bank holidays and Christmas closing, plenty more experience and a great opportunity to develop a career in marketing communications.

The clients that we work with expect us to add value to their business. We do this by providing solutions that are more effective than they can produce themselves. Therefore it is important that the team members are interested in and enjoy their work and are motivated to constantly develop. For this reason we provide regular training (both internal and external) ranging from 1 hr. seminars to degree level qualifications and beyond.

To make an application please send a covering letter/email/note saying what you could bring to Lesniak Swann, together with your CV.

It would be an advantage to have some experience in either a design, advertising or ideally a digital agency, or an interest in the industry and be university educated.

But we are looking for, and will recruit based on, potential and attitude. In particular we are looking for candidates who have the potential to be strategic, can provide creative solutions to problems and above all are dependable.

In the covering letter please make sure that you say how much you want to earn and confirm that you have a driving license and access to a car (or will have if you get the job). You should put this information in a bold font.

**EDUCATION/EXPERIENCE**

* Computer skills and experience in using Microsoft Word, Excel and Powerpoint [Essential]
* Previous, relevant experience in an office environment [Desirable]
* Previous experience in a customer facing role [Desirable]
* A desire to learn and move up the agency [Essential]
* Previous experience in an advertising, design or digital agency [Desirable]
* Google analytics experience [Desirable]
* Previous use of Wordpress [Desirable]

**PERSON SPECIFICATION**

* Good level of English, both written and verbal [Essential]
* Numerate [Essential]
* Attention to detail [Essential]
* Organisational skills [Essential]
* Ability to work independently [Essential]
* A professional manner [Essential]

**ADDITIONAL POINTS**

Full UK clean driving license with access to a vehicle – or will have once you have the job [Essential]

The basic working hours are 9am to 5.30pm, although you may have to work longer if there are deadlines to meet etc.

Holidays are 20 days per year plus bank holidays and Xmas closure.

Further training and development, both in-house and at college or university, including relevant qualifications will be funded and expected of you.

**HOW TO APPLY**

To apply, send us your CV together with a letter of application.

Please include on your letter of application:

* Why you would like to work for Lesniak Swann
* Indicate salary expectations (**In bold type**)
* Confirm that you are able to drive with access to a vehicle – or will have once you have the job (**in bold type**)

Email alexs@lesniakswann.com