Division: Simply Zesty

Completed by: LD/NS

Date: December 2017

**Job Title:** Account Manager

**Education:** Third Level Qualification essential

**Experience:** Minimum 5 years’ recent, relevant experience working at Account Manager level essential

Demonstrable experience in web technologies

Experience of managing client projects, from briefing through to delivery and reporting

Experience of developing effective working relationships internally and externally

**Knowledge:** Experience of using and knowledge of content management solutions

Good applied knowledge of formal project management methodologies (e.g. PRINCE2) desirable

**Skills:** Excellent verbal and written communication skills

Excellent organisational and time management skills

Excellent presentation skills

Excellent IT skills

**Aptitudes:** A proactive self-starter

 High degree of commitment, initiative and perseverance

 Flexible and resourceful

 Customer focused

 Team player

Ability to multi-task and proactively manage internal and external priorities

 Accurate and detail focused

Ability to meet deadlines and deliver results under pressure

Good problem solving and analytical skills

**Other:** Prepared to work outside normal office hours as required

Clean, current driving licence and access to a car (This criterion will be waived in the case of an individual where disability prohibits, but who is able to demonstrate the effectiveness of alternative transport arrangements