Job Title: Account Executive

Reports to: Head of Client Delivery

**Purpose of Job:** The purpose of this role is to manage client requests, including responding to queries in a timely manner, generating quotes and scheduling time with designers and developers.

Main Duties:

* To act as the main point of contact for ongoing support clients.
* To manage client requests through to completion by the developer.
* To gather accurate requirements from clients and brief developers on tasks to be completed.
* To keep accurate and up-to-date logs of requests from clients and ensure they are completed on time and within budget.
* To manage relationships with clients and ensure they are kept fully informed.
* To brief and liaise with design and development teams.
* To review finished work before reporting back to the client.
* To adhere to internal accounting/reporting procedures.
* To identify opportunities for growth with existing client accounts.
* To support the Account Managers and Head of Client Delivery on projects, including collating minutes from meetings, other administrative duties and any other ad hoc requests.