

Junior Creative Account Coordinator

Posted: 31 January 2020

Applications Close: 14th February 2020

Level: Junior

Contract: Part-time (3 days pw)

Based: London

Salary: £81 per day (£21,060 pa pro rata)

Website: barefacedstudios.com

We're a small and very friendly team, we actually like hanging out together outside of work! So, whilst your key responsibilities will be based upon client management and marketing, we also need some help with very junior design work (no experience needed, we can teach you) and general office duties.

Following initial training, you will be given a handful of our clients to look after and creative projects to oversee. This role offers scope to grow with the company, as well as the chance to be fully involved in branding projects - you won't just be expected to make the tea and silently take notes like a Victorian child. We do like tea though, but we are all capable of making it ourselves, just about (Tom needs more practice). You'll also learn/develop creative skills including graphic design and copywriting. We have giant jenga too, just sayin'...

A summary of some of the tasks associated with the role:

1. Client account management - includes liaising with clients, creating / refining briefs for the creative team, responding to inquiries, updating / maintaining digital client packs, creating reports, maintaining pipelines, coordinating the creative team.
2. Marketing and strategy - includes social media management and devising concepts for client marketing campaigns.
3. Creative services - includes basic graphic design, copywriting and editing.
4. General duties - includes ordering print and office supplies, answering the phones, database entry, helping to tidy the office, attempting to keep plants alive.

Are You The One?

We're looking for someone special with a GSOH, does this sound like you:

- Kind, patient, calm, friendly and approachable
- A good sense of humour (or just happy to laugh at our jokes)
- Eye wateringly organised, incredibly efficient, great initiative
- Excellent written and verbal communicator
- Keen attention to detail
- Reliable, hardworking and willing to learn
- A hunger to do well will get you noticed, being a fit with our team will get you hired!
- Fan of hummus or burgers (both is a bonus)

How to apply

Please send the following to info@barefacedstudios.com by midnight on Friday 14th February 2020. We will try to respond to all applications.

1. Your CV
2. Your top 5 reasons why hiring you will massively improve our agency, delivered as a bullet pointed list - each bullet point should incorporate no more than 30 words.
Bonus point for any creative takes on this task.