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hello@wearequantum.co.uk

**Job Title:** Account Executive

**Department:** Client Services

**Location:** Bournemouth

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## Welcome to Quantum

We're an independent brand experience agency creating BIG ideas that work in MANY places.

We create campaigns that change customer behaviour by turning great STRATEGY into tangible ACTION.

## Who are we?

We are a team of thinkers and doers. People that understand people.

A challenger brand, working with challenger brands.

We practice what we preach. Creativity. Agility. Impact.

We do what it takes to change behaviour.

To make the complex, simple - the theory, tangible - the intimidating, inspiring.

For consumers, shoppers, stakeholders. We turn strategy into action, and action is needed everywhere.

Big ideas. Many places.

## Who we're looking for

We need an enthusiastic and passionate Account Executive who cares about what they do, can build relationships, think creatively and deliver on the detail.

Ideally, some marketing sector or a little agency experience is preferred, but it's attitude, passion and commitment that will make sure you fit in at Quantum.

The work is varied and covers an array of channels. You'll have an excellent account management team to work with and a brilliant creative team to inspire.

**VAT number**

170283423

**Company number**

08649805

**Registered Office**

Quantum Marketing Europe Ltd  
7 & 8 Church Street, Wimborne,  
Dorset BH21 1JH



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## The Details

### Core objective

- To inspire your clients, colleagues and your wider team. In fact, anyone you come into contact with on a daily basis.
- You'll be actively supporting the client services team in their ability to surprise, delight, and deliver for existing accounts and prospects.
- You'll have a relentless, can-do attitude and a drive to roll your sleeves up, get stuck in, learn, and grow.

### Specific Account Responsibilities

- A big part of what you'll be doing is looking after your team. Dotting i's, crossing t's and helping ensure everything is planned and organised.
- You will assist with the project management of jobs through the agency from initial brief through to delivery.
- You will be obsessively organised, able to manage your time, and have bags of enthusiasm.
- We don't expect you to be the finished article, but you will need a willingness to learn and an attitude of getting stuck in wherever and however you can.

### Essential skills:

- **Account Management:**
- General client services and account management skills are essential to ensure the smooth and efficient delivery of projects. We realise you are just starting out, but key attributes are attention to detail, problem-solving, lateral thinking, budget and time management, timely management, planning and reporting.
- **Get social:**
- Scheduling and planning monthly plan, creation of content, generating post images and monitoring pages. Analytical reporting. Strong knowledge and understanding of the more popular platforms.
- **Phygital experiences :**
- A key focus for us is creating brand experiences, and we do this by bringing physical and digital worlds together.

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- IRL, you need to get involved in the planning, delivery and evaluation of experiential activations. Organising events, booking spaces, and making sure things run smoothly.

But it won't stop there...

- Our audiences don't see a barrier between digital and physical worlds, so neither do we. You'll also need to be a digital native with an understanding of digital channels and the ability to see how campaigns can live without borders.
- **Creative briefing:**
- The briefing of designers according to the client requirements, processing jobs through the studio, dealing with amends, and sending design concepts to clients.
- **Print and Production:**
- You will need to learn how to spec print jobs and release collateral to print, including generating production specifications in partnership with suppliers, preparing purchase orders, and coordinating deliveries.

### Being part of the family

- Develop relationships with colleagues to ensure efficient management and delivery of projects.
- Working closely with the broader team to ensure the transference of skills and best practice.
- Look for ways to support and inspire your colleagues – being part of a team means looking out for your teammates, pitching in, and taking responsibility.

### Essential Attributes

- Polished, professional demeanour, projecting confidence and enthusiasm for the business
- Willing to pitch in and help to get the job done
- A belief that anything is possible
- Ability to juggle several projects and tasks simultaneously and consistently deliver high-quality work to tight deadlines
- Solid communication skills – written and verbal, with an appreciation of appropriate tonality.
- Strong organisation and time management skills
- Strong IT skills, including Excel & PowerPoint
- Excellent attention to detail

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