# Account Executive

The Account Executive supports the account teams in implementing client initiatives and programmes including supporting with media monitoring; liaising with external third-parties; event logistics; administrative tasks; drafting materials and research.

**Organisational skills**
- Excellent organisational skills
- Excellent attention to detail
- Able to accurately follow instructions
- Ensure deadlines for tasks are provided and managed
- Be flexible and confident with time management in order to prioritise work

**Communication**
- Accurate spelling and good grammar
- Good communication skills (written, presentation, verbal)
- Confident phone manner

**Knowledge**
- Will be able to review and assimilate scientific and health-related information in a clear and concise way
- Understands the ABPI Code of Practice and operate within its parameters
- Familiar with and confident in using client approval systems

**Client service and satisfaction**
- Support the team in developing materials and implementing deliverables to a high standard

**Commercial and financial management**
- Basic financial management including accurately and efficiently keeping track of costs
- Negotiate and liaise with suppliers on behalf of 90TEN and its clients
- Complete timesheets in a punctual and accurate manner
- Co-ordinate expense claim forms and evaluation forms in a timely fashion

**Teamwork**
- Be a team player
- Be able to work independently while providing regular and accurate updates to account leads
- Be proactive and use initiative when working with the team
- Provide support and guidance to Junior Account Executives

**Business development**
- Undertake research for new business pitches and support the team with logistics

**Administration**
- Maintain and update client activity trackers and status reports for their accounts
- Be proficient in writing client contact reports following calls and meetings
- Format and layout all documents (internal/external) according to the 90TEN and/or client style
- Save and organise documents on the server in a logical and understandable system