

July 2026

Job Description: Account executive

Reporting into an account director, the successful candidate will work as part of our account management team, across several clients. This role has come about due to internal promotion and is perfect for a proactive and enthusiastic person who is already obsessed with all things marketing. They will have already had experience promoting brands through various channels, ideally in an agency environment.

Responsibilities and duties:

- Reporting to and working with your account director(s) to ensure a consistent and timely workflow, meeting all relevant deadlines and liaising with and managing suppliers and freelancers as required.
- Working with discipline-specific managers and account directors on digital and offline advertising work as well as copy writing/proof reading/checking marketing collateral, reports, proposals etc.
- Preparing client briefs and briefing in work to the creative and digital teams.
- Client liaison via email and phone.
- Client meeting attendance and site visits, both with senior staff and alone.
- Liaising with suppliers e.g. media buying agencies, printers, photographers.
- Producing job bags, client estimates, draft invoices and supplier purchase orders and utilising our dedicated in-house job system (Synergist).
- Preparation and production of performance and statistical reports (utilising Google Analytics) and other client facing documents such as contact reports, agendas and proposals.
- MMS organic social media planning and management.
- Working with the digital team to identify and develop methods of utilising new, emerging technologies for the benefit of MMS and its clients.
- General desk-based research into your clients, their competitors and the industry in which they operate.



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MMS is a trading style of Glen Mitton Limited registered in England no 3691024
VAT registration no. 715 7429 26

Key skills:

- Ability to manage multiple clients and enjoy the challenge of multi-tasking
- Strategic mind and digital savvy-nessnew crs
- Brilliant English comprehension coupled with creative writing ability, strong proof-reading skills and great attention to detail
- Self-motivated
- An excellent team player
- Strong communication and IT skills

Benefits:

In return for your skills and experience as account executive, we will offer:

- A great opportunity to work for an established creative agency, within a dynamic team, producing industry-leading work
- A competitive salary
- 30 days holiday a year (including bank holidays), increasing to 33 days with length of service, PLUS your birthday off work!
- Hybrid office/home-working (with as little as one day per week from the office required after induction period, plus client meetings)
- Opportunities for professional career development, through a one-to-one dedicated personal development plan process
- Free staff car parking
- Contributory pension scheme
- Company outings and teambuilding events
- When you're in the office, all the tea and coffee you could ever need, and a fuss with the office dog!



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