



## JOB DESCRIPTION

# OC ACCOUNT EXECUTIVE

### We Are OC

At OC, we have been proudly partnering with entertainment brands across the globe to deliver award-winning work for over 15 years. Through our team's creative excellence, collaborative culture and understanding of our audiences, we produce work that always excites, engages and delivers - and that is **The Art of Entertainment**.

We are the passionate consumers of the industry we serve - with film-buffs, series-bingers, gamers, book worms and music-lovers all under one roof, resulting in a hive of curiosity, collaboration and creativity. Storytellers, artists and problem-solvers all working as one to create stuff we love, just as much as our clients do.

Our mission is simple: **We help brands entertain.**

### Are You OC?

Just like the ever-evolving industry we support, our full-service agency is constantly growing and adapting. This fluidity allows us to shift and thrive, delivering the most effective creative and communications for brands that live to entertain - no matter which touchpoint or stage of the journey.

With this growth comes a need for an Account Executive in our Client Services team, supporting the Account Managers on clients as varied as Arrow, Universal, Lionsgate, Signature and BBC amongst others.

Are you the latest magic ingredient for our agency team?

### Responsibilities

- Work across a range of client accounts on creative projects including key art, packaging, AV, digital and social
- Manage allocated projects from initial brief through to delivery with support from Account Managers
- Manage project related administration tasks including assets downloads
- Support the Account Managers on resource planning and financial tracking
- Demonstrate strong relationship building skills with both external and internal stakeholders
- Ensure everything that leaves the agency is to the highest possible standard and has been thoroughly checked against the brief
- Work with Account Managers to conduct regular account reviews to ensure best-in-class servicing and creativity
- Support the team on project-related finance including generating purchase orders, costing jobs and invoicing
- Track upcoming releases for clients



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### Skills

- Comfortable working in a fast-paced environment with multiple projects and deadlines
- Able to take initiative and work autonomously
- Flexible and able to remain calm under pressure
- Strong communication skills, able to work with people at all levels outside and within the organisation
- Excellent attention to detail
- Excellent written and verbal communication, including grammar and spelling
- Computer literate and familiar with Microsoft Office – PowerPoint, Excel, Word
- A genuine passion for entertainment

### Bonus Skills (these would be great, but not a deal breaker)

- Previous work or internship experience either agency or client side

If you can bring the above, we can bring a competitive package, growth opportunities, flexible working, birthday days off, great clients, exciting work and a fun, social & dynamic team.