

Modern Designers

Account manager at Modern Designers

Manchester

Salary: Dependent on Experience

Contract: Full Time

Applications close: 9am, Saturday 19 November

moderndesigners.co.uk / [@moderndesigners](https://www.instagram.com/moderndesigners)

Modern Designers is a design studio based in Manchester. We work across branding, campaigns, retail and exhibition design, and specialise in design for arts and culture, retail and the corporate sectors. We are looking for a highly organised, enthusiastic account manager to join our team as we continue to grow.

With an appreciation of good design and experience of managing complex creative projects, the ideal candidate will have excellent attention to detail and be able to demonstrate financial administrative experience, as well as a commitment to delivering projects within deadlines, budgets and exceeding client expectations.

Responsibilities

Project management

Day to day management of all projects in the studio, creating schedules, setting and monitoring workflow, and managing deadlines with both the design team and clients.

Liaising with suppliers on costs, production and delivery. Developing close working relationships with our network of suppliers, and sourcing new suppliers where necessary.

Liaising and negotiating schedules and budgets with clients, and ensuring constant, two-way communication between the client and the studio on all matters of costs, production and timings.

Financial management

Developing and maintaining financial project management: preparing quotes, negotiating contracts, recording expenses and ensuring that we manage 'project creep' as and when it arises.

Preparing quotes, scope of work documents, schedules and project management methodologies for new projects and pitches.

Undertaking day to day administrative responsibilities, developing internal project management systems, ensuring all supplier costs and quotes are entered onto internal financial systems, liaising with the accounts department and directors on payment and invoicing.

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Client relationships

Attending all meetings as required, scheduling meetings and travel, and acting as a first point of contact for the studio's clients, including regular follow-ups with clients post-delivery, and identifying business development opportunities as and when they arise.

General

Previous administrative, marketing or account experience is essential. An understanding of the design and/or marketing industry is desirable. The ideal candidate must be personable, occasionally persistent, a creative problem solver and remain calm under pressure.

Applying

If you'd like to apply for this role, please send us your current CV and a cover letter. The latter should be no more than two sides and should demonstrate specifically how you meet the requirements listed above and what you would bring to Modern Designers.

Applications should be sent to Susie Stubbs, susie@moderndesigners.co.uk.