



Company: BAM Agency Ltd
Position: Account Coordinator
Salary: £13,000 - £15,000
Reporting to: Media Partnerships Sales Manager
Contract: Fixed Contract 3 months
Start Date: Immediate
End Date: 24th July 2015
Additional Benefits: 20 days Holiday + Christmas Break, Team engagements and incentives

About BAM

BAM is the UK's most experienced student marketing agency, connecting brands with the student market since 1998. We provide creative student marketing consultancy, delivering everything from strategy formulation, media planning and campaign management.

Bound by a dynamic and passionate team, BAM is a niche, values-driven agency. We were not only ranked 4th in the 'Great Place To Work' programme 2014 within the small business category but also won the 'Best Place to Work' award in the Gloucestershire business awards.

About the role

We require an additional Account Coordinator to work within our Media Partnerships team during our busiest time of year. We have media partnerships with numerous Students' Unions across the UK and are responsible for selling their media opportunities to clients located within their region.

The role provides support to the Account Managers in ensuring the successful delivery of all BAM services our clients use. The role plays a crucial part in improving the quality of service we provide to all major clients and will be focussed on minimising failures, complaints and refunds.

You will liaise with our Students' Union media partners and with clients we have booked in to make sure campaigns run smoothly.

Key Responsibilities

- Handles all day to day administration, processing orders received from the designated Media Partnership sales team, resulting in the smooth placement and handling of campaigns
- Regularly performs database maintenance tasks, which includes sourcing and updating media information
- Responds promptly to customer enquiries, providing informative, helpful and professional customer service and solutions
- Ensures that both clients and media owners are frequently updated with the progress of campaigns and successfully manages campaign deadlines and logistics
- Collates media evidence and provides to the client within the required time frame



Requirements

The role is offered as a fixed contract during our busy times but may lead to a permanent role. Some experience within an agency setting would be desirable but not essential. We are looking for a self starter who enjoys a busy environment and is looking to develop themselves within a marketing setting. Key skills required are:

- Strong communications skills
- Highly organised with attention to detail
- Ability to work in a fast paced environment
- Excellent admin skills

How to apply

Please send your CV and a Cover Letter outlining why you think you would be right for the role to careers@bamuk.com with the reference "Account Coordinator"