**Full-time, Account Executive, Fully Remote**

**Location**: UK (Remote) - some travel required

**Employment Type and Hours**: Employed, full-time, 37.5 hours per week

**Salary**: £28,500-£30,000 (dependent on experience)
**Reports To**: Senior Account Manager
**Team**: Client Services

**About HRS Communications:**

Founded and led by a registered dietitian, HRS Communications are a full-service, UK-based food and nutrition communications agency. We are a diverse team, highly skilled and qualified in food and nutrition, marketing and communications. We partner with ambitious food, nutrition and medical businesses who share our goal of ‘maximising impact in the food and nutrition space’. Our balanced approach permeates every facet of our operations, from our commitment to disseminating evidence-based nutrition information through to cultivating an equitable and adaptable work environment. Some of our great benefits include working from home, company away days, day off to celebrate your birthday and career development opportunities as the business grows.

**Job Overview**

We are looking for an **Account Executive** to join our remote team at HRS Communications. In this role, you will play a vital part in managing client relationships and supporting the delivery of campaigns in the food and nutrition sectors. You will work alongside the Client Services team to provide day-to-day client support and help execute campaigns that meet client objectives and exceed expectations.

**Key Responsibilities**

**Account & Relationship Management:**

* Serve as a primary point of contact for smaller to medium-sized client accounts, ensuring smooth communication and an understanding of client goals.
* Support more senior members of the Client Services team on larger-sized client accounts
* Build relationships with key client stakeholders, providing support and assisting in their strategic needs.
* Respond to client queries in a timely manner, ensuring client satisfaction.

**Campaign Development & Execution:**

* Assist the Client Services team in the development of strategic communications plans, including content creation, media relations, and digital strategies.
* Help manage the execution of day-to-day projects, ensuring campaigns are delivered on time and to a high standard.
* Collaborate with internal teams (creative, media relations, and content) to deliver high-quality content and impactful campaigns.

**Reporting & Analysis:**

* Monitor campaign performance and provide support with performance tracking and reporting.
* Assist in preparing client reports and presentations, including key performance indicators and campaign updates.
* Maintain and update internal client records to ensure accurate project tracking.

**Team Collaboration & Support:**

* Work closely with internal teams to support the seamless execution of campaigns.
* Assist with administrative tasks related to client work, including scheduling meetings and preparing agendas.
* Contribute to a collaborative and efficient working environment.

**Skills & Experience Required:**

**Experience**: At least 1-2 years of experience working in an agency, ideally within the communications or marketing sector, with a focus on nutrition, health, or wellness.

**Qualifications:** A bachelor's degree (BSc or higher) in a relevant science field, such as Nutrition, Dietetics, or a related discipline, is required to ensure a strong understanding of the industry and provide expert insights for health-related campaigns.

**Excellent written and verbal communication skills:** the ability to create clear, concise, and compelling messaging for different audiences.

**Proven project management skills:** able to manage multiple campaigns simultaneously and ensure timely delivery.

**Critical thinker:** Ability to think strategically and creatively to solve client challenges and achieve business goals.

**Digital proficiency:** Proficiency in project management tools (e.g., Asana, Clockify), CRM systems (e.g., HubSpot), Office 365 and social media/digital analytics platforms.

**Personal Attributes:**

* Proactive, self-motivated, and able to work independently in a remote environment.
* Strong problem-solving skills and the ability to anticipate client needs and challenges.
* A collaborative team player who thrives in a fast-paced, dynamic environment.