

Join our team as an **Assistant Account Manager**



Salary: £25,000 - £30,000 DOE
Location: Oxford Street, Manchester
Closing Date: Friday 31st January 2025

We're looking to bring on board a talented Assistant Account Manager to work within our Account Management team. We're looking for at least one year of account management experience. You'll be working with several clients across a wide range of sectors including start-ups, national and international brands.

We're a digital tech agency specialising in crafting bespoke web applications, mobile applications, websites and SaaS solutions. We deliver innovative and effective digital products that drive success for our clients. As our client base continues to grow, we're looking for a Assistant Account Manager to join our team and support our Account Manager and Directors in providing exceptional client service.

We're a great bunch, and we've created something very special. The team is built up of strategists, creative designers, front-end and back-end developers, and our client services team. Our HQ is in Manchester - we're on the third floor of The Tootal Buildings, a Grade II listed building on Oxford Street, right in the city centre. We're a 1 minute walk from Oxford Road train station, or a 10 minute walk from Manchester Piccadilly station, and we offer discounted parking if you prefer to drive.

We're flexible with a hybrid-working policy, with a minimum of 2-3 days a week at our HQ. We will hold in-person client meetings at our Manchester office - or we'll travel together to our clients offices - and we hold regular in-person meetings at our offices for project or team briefings. We also have a Team Day once per month to bring the whole team together.

The successful candidate will be very organised, and spend their time liaising between clients and our team on the design and build of five-figure and six-figure web and mobile platforms. The ideal candidate will ideally - but not a requirement - have experience working within a digital agency, and have an understanding of how fast an agency moves. We're looking for someone with the enthusiasm and drive to always reach the next level, whilst being outgoing, a positive thinker, coping well under pressure, and exhibiting a high level of attention to detail. An understanding of the creative design and web development process is a bonus but not required, however you will need to be comfortable working across web, web app, mobile app projects.

As well as flexible working, you'll get 20 days holiday per year plus bank holidays. We add a day of holiday for each year you work with us, you get your birthday off, and we close for the festive period

across Christmas/New Year. We'll provide you with everything you need - a MacBook Pro and an iPhone - and allocate time bi-weekly for your personal development, and as we're a small yet growing team, there is huge opportunity for personal growth and career progression.

You will need:

- Excellent written, telephone and in-person communication skills
- The passion and drive to excel in the role
- A proactive nature, with excellent attention to detail
- Strong organisational skills
- Ability to work collaboratively as a team
- The ability to read and understand a brief with client objectives
- Ensure all outputs are on-brief and of outstanding quality
- Thrive in a fast-paced environment with unmissable deadlines
- Flexible and adaptable working approach to meet needs of our dynamic business

To apply email work@builtbyplatform.co.uk with either a CV or a link to your LinkedIn profile along with a short description of your experience and how you see the role suiting you. We quickly shortlist our applicants down to 2-3 to interview in-person, before offering the role to the successful candidate.