

## Job Description: Senior Account Manager / Account Director

**NO AGENCIES PLEASE**

### Role overview

As senior account manager / account director you will be providing the main interface for client accounts assigned to you. You will be part of the senior Zyme Communications (Zyme) team and will manage and direct client accounts and projects, as well as supporting new business.

Work is very much driven by client assignments and is thus varied but unpredictable. With regards to client work, this might include:

- Proactively managing and directing client accounts assigned to you
- Managing client budgets, account timesheets / billable hours, and flagging when invoices need to be raised
- Senior input into all Zyme client accounts as needed
- Project management of corporate and marketing communications and PR
- Client and media liaison, research, copy writing, conference support
- Managing Account Executives, junior staff, and projects with partner organisations and freelancers
- Ensuring that internal systems and processes are maintained and kept up to date, including the PR database, CRM and timesheets systems

In addition, you will be expected to assist Zyme in identifying and winning new business from both new and existing clients. This might include:

- Researching potential opportunities
- Drafting/reviewing proposals
- Networking

Ideally based in Manchester or Cambridge office. Flexible working and part time hours available for the right candidate.

Salary competitive, depending on experience.

### Skills and experience

- Strong media relations and copywriting skills with excellent attention to detail
- Experienced in developing strategic communications programmes, either in-house or agency-side
- Minimum five years senior business communications/media relations experience, in particular dealing with life science trade journals internationally
- Educated to at least first degree level, preferably in a life sciences subject
- Knowledge of media databases