

## Job Description – Digital Media Account Executive

Navigate Digital is a fast growing and dynamic digital media agency run by an experienced management team with offices in Sydney and London, who have a passion for digital communications. We're looking for a graduate account executive to work across our portfolio of accounts covering a range of digital media.

### The Role

The account executive will assist in the day to day management and development of our clients' programmes and campaigns. You will also be actively involved in new business pitches and an ambassador for the agency in Australia.

### Duties & Responsibilities

- Working with your supervising account manager, you'll be proactively manage portfolio of client programmes and campaigns, ensuring on-going performance to target metrics
- Liaise directly with colleagues in UK office to assist in the smooth running of campaigns.
- Monitor performance of programmes and campaigns to ensure KPIs are met
- Provide regular performance reports and insights as directed by your supervising account manager
- Identify growth opportunities for both our clients and the agency
- Establish and maintain strong client relationships through face to face meetings, phone calls and email
- Develop an awareness of key digital industry issues in Australia and around the world. Gain an appreciation of their influence on the development, management & strategy for our clients.
- Deliver first class client service
- Attend industry networking events

### Skills & Experience

- Theoretical understanding of Digital Media, specifically Display Advertising, Paid Search and Affiliate Marketing
- Excellent attention to detail
- Excellent written and spoken communication
- Strong analytical and numerical skills
- Ability to prioritise and organise workload
- Reliable and hardworking
- A Bachelor's degree in Marketing and/or Business is preferable

### Salary & Benefits

- Competitive salary & perks
- Incentive scheme for new business & incremental agency revenue
- 20 days holiday per year

Potential applicants should contact [hello@navigatedigital.com](mailto:hello@navigatedigital.com) with your C.V. and a covering letter.