



Senior Account Handler

93 are looking to recruit a full time member to the studio who can introduce the skills and experience of a Senior Account Handler.

To apply, please email your CV and Covering Letter to nick@93ft.com

About the team
<p>Be part of our award winning team of creative individuals. We create immersive experiences using interior architecture, brand strategy and digital design. We represent independent brands to those with international acclaim across lifestyle, retail, workspace, and hospitality. The team is structured in into teams of 4 working on Brand, 6 in Interiors and 2 in Digital. There is also 2 in Finance, and 1 in PR, Comms and Copy. It is encouraged for those in each team to work together across projects, helping to deliver the outcome for the client. Together we're a 15 strong team.</p> <p>We work in our new purpose built offices at The Mowbray, an open plan warehouse studio in Neepsend, Kelham Island, S3 8FE. We're a 5 - 10 minute walk from Sheffield city centre.</p>
We are looking for someone who can;
<ul style="list-style-type: none">- Provide a successful track record with at least 5 - 10 years of creative account handling experience- Be a strategic thinker, organiser and help time manage creatives- Be a team player- Be confident- Help liaise with clients- Be there for other members of Team 93
The knowledge and skills that we're looking for are;
<ul style="list-style-type: none">- Work on either Mac or PC- Strong verbal and written communication skills

- Confident in Word, Excel and Google Documents
- Experience in Sage 50 Accounts is a bonus but not essential
- Be on the front foot in terms of time base management software such as Harvest, Trello, Basecamp etc
- The ability to problem-solve project briefs and consider various routes to ensure delivery
- Ability to listen and take direction
- Passion and enthusiasm
- Can-do attitude

The main tasks that this role involves are;

- Provide an improved client and creative experience day to day
- Help alleviate an increasingly administration based workload among our creative teams, specifically within the Interiors Department
- Take responsibility for key projects within the studio from start to finish, and aftercare
- Help innovate best working practice by introducing effective systems to traffic and manage jobs, time monitoring, costs, general project planning and deliveries of goods to site
- Work closely with the creative teams across Interior, Brand and Digital. You will also need to work closely with the Finance team
- Help interpret client briefs turning them into creative ideas and solutions that work across Interior, Brand and Digital
- Provide quotations / estimates for new work and clients, design and manufacturing
- Introduce and manage a studio rate card
- Help engage with new and existing business into the studio. Introduce a level of briefing / questionnaire on potential projects to help assess a project's potential
- Provide executive summary reports to key staff members on project profitability vs. time analysis and ensuring there are no loose ends on the administration side of the project and its delivery to the client
- Meet the clients face to face and build a strong and lasting rapport
- Knowledge of print and production management is a bonus but not essential

Pay and perks

Pay and downtime

Salary will be based on experience

Working hours are generally 0900 - 1700 hrs - Monday to Friday

Personal work space on the latest 27" Mac's on our shared worktables

We issue a standard 21 days holiday plus bank holidays

Flexible on additional holidays and working hours

You will be added to PAYE and will auto enrol into the Workplace Pension Scheme

Perks

Free annual eye test

Team away days / trips

Amazing rates for use/hire of The Chimney House and The Mowbray

Preferential rates at Laundry for hair (www.laundryforhair.co.uk) for you, family and friends
Secure bicycle garage provided
Car parking is available on street in the locale
A growing number of speciality coffeehouses, lunch stops and bars are minutes walk from the studio
First Aid training can be provided

Performance measures

We encourage personal and performance reviews with all staff members based on either 6 or 12 months, as and when required.