

## Job Description //

### Account Director

#### THE BRIEF

Bastion Brands is growing! And now we're on the hunt for an exemplary Account Director to join our team in Richmond. We're looking for someone with a track record of driving great results for a communications agency. The candidate should know how multi-channel projects are won, managed and delivered successfully. Their organisation skills, the desire to learn and also upskill a team, and the passion for delivering great campaigns should be second to none.

We are looking for an AD who can manage the time and workloads of a team of creatives, manage multiple clients, and deliver those projects on time, on budget, with a smile. You will need to co-ordinate and communicate between the Account and Production teams. You will report to directly to the Managing Director, who will mentor you and help develop your skillset. You will have your organisational and problem-solving skills tested daily and, most importantly, you want to work in the best agency in Australia and make it even better!

#### THE SOLUTION – YOU

- / You take pride in delivering BRILLIANT work that shines above the rest
- / You are BRAVE, and take control of situations. This allows you to speak up when you want things done differently or when you have a new idea
- / You are PASSIONATE about what you do. Your level of energy and passion motivates those around you
- / You take OWNERSHIP in everything you do. You take responsibility for everything assigned to you, and are driven to make it the best.
- / You are DETERMINED to deliver, whatever it takes.

#### THE SOLUTION – THE ROLE

##### The Client

- / Nurture relationships with our key clients, growing the accounts at every opportunity
- / Understand the Client's comms plans, and keep their work inline with the overarching strategy
- / Drive work forward with the client, providing solutions for challenges faced from concept to delivery
- / Be the main point of contact for clients
- / Oversee all contact with nominated clients, being responsible for their accuracy, timeliness and aptness

##### Business Development

- / Nurture relationships with our key clients, and use these relationships to broaden Bastion Brands presence within the company by expanding to other departments or brands.
- / Attend networking events

## Team

- / Lead your accounts team by example; Smart work, approachable, accountable
- / Ensure all Bastion team members are working towards the client's end goal. Every activity should be adding value to the client's work
- / Ensure the team enjoys high morale is appropriately rewarded, and consistently delivers superior work
- / Upskill your direct reports by implementing personal development plans and providing continuous support and feedback where needed
- / Ensure resources are appropriately used and the skills we have available are used optimally

## Finance

- / Manage revenue, ensuring company financial targets are met monthly
- / Manage accounts payable and receivables
- / Develop and approve client budgets, ensuring costings are profitable, justifiable and accurate
- / Develop account development plans, and manage activities to sustain company growth

## THE FINE PRINT

### Required:

An undergrad. degree

5+ years Marketing/Communications experience

Experience with healthcare/pharmaceutical clients

### Desirable:

2+ years experience in an agency setting.

## THE AGENCY

Bastion Brands is a strategic marketing and creative agency with offices in Richmond (VIC) and Surry Hills (NSW) – both offices perfectly located at the heart of digital, creative and marketing hubs – both offices surrounded by vibrant cafes, tree-lined streets and convenient transport links. We're not like other agencies. We believe in the power of emotion to drive response – we make people fall in love with brands. We're all about thinking big for our clients (and for ourselves) – an ethos that's seen us growing rapidly, winning massive accounts and delivering ground-breaking work! Bastion Brands is a super-fast paced environment, we get the most out of talent, and we work on global clients across a range of categories in pharma, health and mainstream consumer.

To be considered for this role, you must have the right to live and work in Australia. Hiring immediately. No recruitment consultants please.

### Interested?

Please send your cover letter and CV to: [contact@bastionbrands.com.au](mailto:contact@bastionbrands.com.au)