

Digital Account Manager/Digital Project Manager

Reporting to

Punch's Agency Management Team, including business' founder & MD.

Purpose of job & primary objectives

We are currently looking for a talented, experienced, client-facing Digital Account Manager/Digital Project Manager to maintain our continued expansion and work alongside our client leads, strategy team, dedicated studio, content creators, SEO specialists, in-house design and video teams.

Key responsibilities

As well as helping to define and shape the direction for social media projects and other digital campaigns, the successful candidate will adopt a leading role in the day-to-day management of our global brand clients, shaping the direction of future social media projects and campaigns. A client-facing position, our Digital Account Manager/Digital Project Manager will also work closely with our dedicated studio of in-house designers and content creators to bring the latest client briefs to life.

Main duties

- Project management and campaign oversight
- Idea generation for social content
- Content creation for social posts
- Campaign execution and project management
- Influencer relationship management
- Reporting on success of activities and content analysis
- Community management
- Client and external stakeholder liaison
- New business development
- Internal communications, mentoring and team leadership
- Liaison with all other teams within Punch

Skills & experience

Ideally three to five or more years of agency or client-side experience working with major brands, working in a social media/digital role (such as one or more of those listed above), or with a deep understanding of digital/social media.

We're keen to hear from energetic self-starters, with excellent client skills, a positive mindset and hands-on approach.

About us

The Punch team is ambitious, dynamic, professional, creative, respectful, responsible and energetic.

We are mutually supportive, thrive on change and enjoy an open, transparent and honest team structure.

We would love to hear from like-minded, hardworking, dedicated but fun-loving individuals.