

Job Description: Senior Account Manager/Account Director

Based in Cambridge office

As Senior Account Manager/Account Director you will be part of the senior Zyme team and will manage and direct client accounts and projects assigned to you, as well as supporting new business.

Work will be varied and will 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
- Identifying and winning new business from both new and existing clients
- Networking and building the profile of Zyme
- Strategic involvement in the growth of Zyme

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 degree level in a life sciences subject
- Knowledge of media databases

Benefits

- Competitive salary and bonus
- Personalised career development plan and mentorship scheme
- Excellent pension, benefits and private healthcare
- Flexible working
- Opportunity to be involved with shaping Zyme, making your mark, supported by a great team 😊