

# Account Support

<b>Remuneration:</b>	R14000 per month cost-to-company
<b>Benefits:</b>	Travel Allowance
<b>Location:</b>	Johannesburg, Lanseria
<b>Education level:</b>	Diploma
<b>Job level:</b>	Junior/Mid
<b>Own transport required:</b>	Yes
<b>Travel requirement:</b>	Often
<b>Type:</b>	Permanent
<b>Reference:</b>	#AccountSupport
<b>Company:</b>	<a href="#">Retail Insight</a>

Accounts support the smooth running of offices by carrying out tasks and projects. As an account's support in the marketing industry, you are to provide support to the accounts management Team.

- Identifying opportunities to develop accounts networking internally to build relationships with other divisions / brands.
- Project support across the key BTL chains: In store activities, events, wet/dry demo sampling, road shows , mall forecourt activations, outdoor activations, office park activations and tradeshow.
- Communicate client needs and demands to employer company.
- Accounts support of all sizes by representing your team externally with clients and internally by working with direct reports and supporting positions.
- Manage day-to-day client communication and on-going relationships as it relates to current, new and upcoming projects
- Source costing, build quotes for all projects , campaigns and activations in your respective portfolio.
- Support all suppliers and stakeholders across projects and campaigns.
- Essential understanding and specialisation of the production of branding, clothing and gifting environment.
- Designing hampers and development of experiential and creative marketing ideas and presentations in line with the client brief.
- Being able to go and buy elements needed for campaigns and projects.
- Work on weekends and after hours in order to manage current activations across the business with a high dependant on driving to various malls and stores.
- Conduct spot checks across in store and mall activations as and when required by management.
- The employee shall be required to perform other duties from time to time, which may reasonably be expected of her within the operation of the employer's business. In performing these duties the employee shall at all times exhibit full loyalty towards the employer.

## Required:

- 3-5 years proven experience.
- Must have driver's licence and own vehicle.
- Marketing and events background.
- Must be confident, and articulate to speak effectively and informatively with consumers.
- Independent and motivated team player.
- Availability to work over a weekend and public holidays in the event that an activation is running.

- Must be able travel required for training or other scheduled events.
- Ability to build strong relationships with clients and customers.
- Friendly, outgoing personality; confidence and enthusiasm to engage with people at all levels.
- Great communication skills e.g. ability to connect with customers and build solid relationships.
- Basic knowledge of how to use a computer; access the internet; send, receive, and review email; download documents from website or email; submit event reports.
- Proficient in Microsoft Excel, Word and PowerPoint.

## Company Description

Retail Insight is a Johannesburg based company that has distinguished itself as a dynamic below the line Marketing Company. We strive to grow brands while influencing customer behaviour to meet market share growth.

Posted on 09 May 13:38, Closing date 30 Jun

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