



Company Details Confidential



#JOB-2470673



Two Haddington Buildings, Haddington Road,
Dublin 4, D04 HE94



No of positions : 1



Paid Position



37.5 hours per week



37000.00 Euro Annually



17/09/2026



15/10/2026

How to apply

Application Method :

Not available



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Senior Account Executive

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

As a Senior Account Executive, you will play a key role in the day-to-day management and growth of client accounts, working closely with the Account Manager, Account Director and wider specialist teams to deliver best-in-class client service and campaigns.

Manage campaign setup and bookings within agency systems, including MX, ensuring campaign details, budgets and timelines are accurately maintained

Lead post-campaign analysis (PCA), identifying key insights, learnings and recommendations to inform future campaign activity

Prepare and confidently present client-facing reports, campaign reviews, presentations and recommendations

Manage campaign billing processes, ensuring campaign bookings, purchase orders, approved budgets are accurately aligned and processed in a timely manner

Contribute to case studies, award submissions and agency thought leadership initiatives

You will take ownership of campaign delivery across a portfolio of client accounts, building strong client relationships, coordinating with specialist teams, and ensuring projects are delivered to the highest standards. You will contribute to campaign planning, identify opportunities to support client objectives and deliver additional value for clients, and act as a trusted point of contact for clients while supporting the Account Manager and Account Director in driving account success.

Success will be measured through client satisfaction, quality of delivery, and your contribution to the overall success of client accounts.

Key Responsibilities

Take ownership of the day-to-day management of assigned client accounts, acting as a key contact for clients and specialist teams

Build and maintain strong client relationships through proactive communication and a deep understanding of client business objectives

Lead the coordination and delivery of campaigns, ensuring timelines, budgets and deliverables are effectively managed

Support the Account Manager and Account Director in the development of campaign plans, client reviews and strategic recommendations aligned with client objectives

Following alignment with the Account Manager, develop and communicate campaign briefs to specialist teams, ensuring objectives, deliverables and timelines are clearly understood

Work collaboratively with specialist teams to ensure integrated and best-in-class campaign delivery

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]