

Job Description	
Position	Account Executive
Department	Activation
Reporting to	Senior Account Manager

Role overview

The Account Executive ensures the daily hospitality activation of a key client who have a Global Partnership Agreement with Formula One. The successful candidate must have Formula One hospitality management experience, this experience including responsibility of liaising with multiple markets and client departments. Working as part of a small team, the role requires the delivery of VIP hospitality experience across the globe for a variety of guests such as VIP, Institutional Affairs, Consumer, Trade, Internal and Media.

Based in London, this position will require the successful candidate to travel and will report to a Senior Account Manager.

Objectives

- Execute the agreed client strategy and planning at the direction of the Senior Account Manager
- Build strong relationships with your client, liaising with them on a day-to-day basis at middle to junior management level
- Build a 'trusted team player' status internally

Key Responsibilities

- Play a supporting role to support the delivery of the client's partnership objectives
- Support and look after the day-to-day administrative detail, including compilation and presentation of written documents and administration of any budget
- Reporting, tracking and administration for all activity
- Tracking of all relevant costs relating to client's Paddock Club activation
- Collating information for monitoring and evaluation
- Regular updates and liaisons with the other account team members
- Handling all aspects of the administration of the client account in a professional and timely manner
- Represent Right Formula and its clients in a professional manner at all times
- Develop and pitch fresh and innovative ideas to the account team
- Co-ordination with key suppliers onsite
- Sourcing of relevant suppliers for Paddock Club activities
- Pre-event planning and post-event reporting
- Liaise with graphics team internally at Right Formula on the client's collateral

Skills and Experience

- First class customer service skills
- 12 months minimum client facing experience of the F1 Paddock Club
- Knowledge and understanding of sport and/or entertainment market
- Solid communication skills, both written and verbal
- Understanding of business principles and practices
- Excellent attention to detail
- Outstanding organisational, planning and research skills
- Computer literate across MS Office 365 and a working knowledge of digital hospitality/client engagement tools
- Strong multi-tasking abilities, with the ability to works efficiently and to tight deadlines
- Integrity and honesty
- Creative & passionate about sponsorship, brand experience, technology showcasing



- Proactive & energetic self-starter - able to work to sometimes tight & challenging deadlines and to work independently and as part of team
- Willingness to work flexible work hours, including weekends