

Account Executive Person Spec

Essential

- You'll love charities and have a good understanding of the benefits they bring to society.
- A keen eye for the written word; you'll know your nouns from your adjectives and like to hunt for missing or misplaced apostrophes.
- A willingness to get stuck in and learn loads about what we do – Pebblebeach is growing, and we'd like you to grow with us.
- You'll know your TikTok from your Insta from your old school digital platforms – and have an interest in developing your skills here to support charities who may have never used them before.
- An understanding of Word, Excel and PowerPoint, with the ability to craft different emails and instructions for different kinds of readers and learners.
- A level head and excellent organisational skills; you'll be able to prioritise demands from our Accounts team as well as eager clients with lots of requests.

Desirable

- You're happy to spend time with and converse with people inside and outside the organisation, from all walks of life (this is a big part of what Pebblebeach does with clients).
- Numerically minded – you like a good spreadsheet and aren't afraid to use one (you can even make a pivot table or two!).
- Experience of juggling and prioritising projects that need your attention around the same time – (this could be in an academic or professional environment)
- An understanding of Facebook Ads and digital marketing (broadly) and what makes a great post. Previous experience in digital marketing a bonus!
- Initiative – the ability to take something and run with it on your own and to make suggestions for how something might work better.
- Curiosity – when you get stuck, you're happy to ask a question (or six)!
- An interest in learning (and to keep learning) about all things...
 - print (as in how things jump off the screen and into your hands)
 - direct mail (yup, like stuff that comes in the post)
 - fundraising
 - charity

Other stuff you can do...

- Be an internet researcher
- Be a team player, but able to work on your own when needed.
- Embrace deadlines – they don't scare you.
- Be flexible and adaptable if something goes awry.