

EVOLVE | A new class of Out Of Home

Evolve exists as an independent OOH specialist agency with a highly experienced and knowledgeable team delivering results and award-winning work for our clients and agencies. We have chosen to come together to develop modern, world-class work in an environment that is ambitious, accountable, collaborative, and independent.

Account Planner

Location: United States

About the Role:

As an Account Planner, you will have an important role in providing support to Managers and Directors. You will be required to immerse yourself in the OOH world, learning quickly and honing your skills and knowledge of the industry. Your role will be crucial in assisting in the handling of large client accounts, and in managing smaller business accounts yourself.

Responsibilities:

- Work closely with the team on all activities relating to the management and development of client accounts and media plans.
- Be the first point of contact for incoming requests from clients and support the team accordingly.
- Compile outdoor solutions in response to client briefs, alongside Business Managers and Directors.
- Conduct market research to help identify new business opportunities.
- Help to populate and utilize planning and buying tools.
- Grow your industry knowledge and accelerate professional development by attending internal and external training.
- Develop and maintain excellent relationships within the wider industry.
- Attend all media owner presentations.
- Undertake additional and ad hoc duties as requested.

Knowledge and Skills:

- Strong interest in media/advertising (OOH in particular).
- 1-2 years' experience in the media industry.
- Highly organized, with an eye for accuracy and detail.
- Excellent verbal and written communication skills.
- Working knowledge of Microsoft Excel and PowerPoint.
- Professional and positive attitude.
- Team-orientated.
- Calm and assertive in times of conflict or high pressure.
- Curious and ambitious.