

# Junior Account Executive

**Location:** Bristol (Hybrid)

**Salary:** £26,500

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## About Earworm

Earworm is a fast-growing Video podcast and content agency working with ambitious brands that care deeply about what they put into the world.

We move fast. We test, learn, break things, fix them, and keep going. We're building the foundations of a scalable agency, which means things aren't always perfect - but you'll learn quickly, take real responsibility, and be trusted to grow.

We genuinely love our clients. Their success is our success.

And above all else: content is king.

## The Role

We're looking for a Junior Account Executive to join our accounts team and help support our growing client base.

This is an entry-level role with real responsibility and a clear progression path. You'll work closely with our senior accounts team, helping to manage projects, clients, and day-to-day delivery - and within around 3 months, you'll be expected to start taking ownership of client accounts of your own.

This is not a passive support role. It's hands-on, fast-paced, and ideal for someone who learns best by doing.

## What You'll Be Doing

- Supporting Account Managers with day-to-day client delivery
- Light project management across multiple client projects
- Scheduling, coordination, and keeping projects moving
- Managing inboxes and responding to client emails clearly and confidently
- Writing and sharing creative briefs
- Liaising with internal teams and external partners
- Keeping project management tools, timelines, and documents up to date
- Spotting issues early and helping solve them
- Learning how to manage client relationships end-to-end

As you grow, you'll:

- Begin managing smaller client accounts independently
- Take ownership of timelines, communication, and delivery
- Become a trusted point of contact for clients

## **What We're Looking For**

You don't need years of experience - but you do need the right mindset.

You're likely someone who is:

- Confident and comfortable communicating with clients
  - Highly organised and detail-oriented
  - Proactive, curious, and eager to learn
  - Calm under pressure and able to juggle multiple tasks
  - A team player who takes responsibility
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- Genuinely interested in content, media, or creative work

You'll thrive here if you:

- Enjoy fast-paced environments
- Learn on the job
- Don't need everything perfectly mapped out
- Care about doing great work and looking after clients properly

## **Tools & Experience**

Experience with some (not necessarily all) of the below is a plus:

- Google Workspace (Docs, Sheets, Gmail)
- Project management tools such as ClickUp, Monday.com, Productive.io (or similar)
- Spreadsheets and basic reporting
- Clear, professional email communication
- Use of AI tools to work smarter
- A creative eye and strong attention to detail

## **What This Role Is Not**

This role is **not**:

- A slow, overly structured environment with everything mapped out in advance

- A purely admin or task-only role with no responsibility or progression
- A job where someone is constantly checking your work or telling you what to do next
- A role hidden away from clients - this is client-facing
- A clock-in, clock-out job with no expectation to learn or grow

## What Success Looks Like in the First 90 Days

By around 3 months in, a successful Junior Account Executive at Earworm will:

- Have a strong understanding of Earworm, how we work, and what great client delivery looks like
- Know our clients, their goals, and what success means for each of them
- Have built strong working relationships across a small, fast-moving team
- Confidently handle day-to-day account tasks with minimal oversight
- Keep projects organised, timelines on track, and tools up to date
- Communicate clearly and professionally with clients
- Proactively flag risks, issues, or gaps - and help find solutions
- Be trusted by the team as someone who genuinely makes client delivery easier

At this stage, you'll be well on your way to taking ownership of client accounts.

## Location & Working Style

- Based in Bristol Office & Home
- Hybrid working
- Small, dynamic team where you'll build relationships quickly

## How to Apply

We love **creative applications** - show us how you think.

Send your application to:

**[ben@earworm.co](mailto:ben@earworm.co)**

**Ben Farley, Founder**

If you're early in your career, ambitious, organised, and want to learn how a modern content agency really works - we'd love to hear from you.