

WE NEED YOU

WE'RE LOOKING FOR
ACCOUNT EXECUTIVE

LOCATION:

Hybrid: London X2 days / Home

WORKING HOURS:

Monday – Friday 37.5 hours per week

SALARY

Up to £27,000 per annum

OTHER BENEFITS:

Reward Scheme Bonus

CONTACT TYPE:

Fixed Term Contract

REPORTING IN TO:

Account Manager

WE'RE LOOKING FOR SOMEONE WHO CAN CONNECT CLIENTS WITH SEAMLESS PROJECT DELIVERY.

As our Project Executive, you'll work closely with your Account Manager and/or Account Director to ensure the seamless delivery of projects from start to finish. This hands-on, client-focused role requires organisation, attention to detail, and a proactive approach to drive successful campaigns and strengthen client relationships.

You will support your Account Manager across all aspects of project delivery, coordinating internal teams, keeping projects on track, and ensuring clients are informed and confident in our service. This role offers the opportunity to develop your professional skills, work closely with clients, and play a key part in delivering exceptional live experiences.

Kru Live is a global live engagement agency, renowned for delivering outstanding brand experiences through top-tier staffing and flawless project execution. Our high standards, strong client relationships, and collaborative approach ensure every event is a success.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

CLIENT MANAGEMENT

- Assist with day-to-day client liaison via email and phone
- Support preparation of quotes and proposals
- Gather, collate, and communicate project information
- Follow up with clients to ensure all necessary details are captured
- Liaise with clients on event days and support smooth delivery
- Gather post-project feedback to inform future improvements

ADMINISTRATION & LOGISTICS

- Input and update project and client information in the CRM
- Assist with event logistics, including uniform orders, warehouse storage, stock management, transport, and accommodation
- Support operational teams to ensure smooth project execution

STAFFING SUPPORT

- Assist with booking and recruitment duties
- Communicate staffing briefs to the Staffing & Entertainment team
- Act as a point of contact between your Account Manager and Staffing Executives
- Ensure staffing deadlines and requirements are met

FINANCIAL SUPPORT

- Adhere to Kru Live's Financial Ways of Working
- Support submission and approval of weekly payroll
- Assist with final project reconciliations as required

WAYS OF WORKING

Uphold Kru Live Ways of Working and foster positive, collaborative relationships with all stakeholders

Work proactively, cooperatively, and positively with internal teams

Demonstrate flexibility and problem-solving to ensure project success

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

We're looking for someone who is proactive, organised, and thrives in a fast-paced, client-focused environment. You're someone who takes ownership, pays attention to detail, and enjoys turning plans into flawless live experiences.

- Strong organisational and time-management skills
- Excellent communication and client liaison abilities
- Collaborative team player with a positive, can-do attitude
- Proactive problem solver who can anticipate and address challenges
- Keen attention to detail and commitment to delivering high-quality work
- Eagerness to learn, grow, and develop professionally within a fast-moving agency.

OUR VALUES

- **Meticulous** – Our attention to detail ensures flawless execution
- **Innovative** – We embrace fresh ideas and creative solutions to stay ahead in our industry
- **Ambitious** – We strive for excellence, always pushing ourselves and our work to the next level
- **Dedicated** – Our passion and commitment to our clients and staff drive everything we do
- **Trustworthy** – We build strong relationships by acting with integrity and always delivering on our promises
- **Fearless** – We welcome challenges that others avoid, pushing boundaries to achieve outstanding results.
- **People-Centric** - Our people are at the heart of everything we do, ensuring exceptional experiences for both clients and staff