



Who we are

I-AM is a multi-discipline design agency and brand experience consultancy. We create exciting new brands and breathe new life into existing ones. We work across a number of industry sectors, ranging from banks and restaurants to any nature of consumer-facing brands.

The Role

We are looking for an **Account / Project Manager** ideally with 1-2 years experience to join our Client Service team to work across some of our most exciting brands.

Who you are

Organized, efficient and self-motivated, with a huge can do attitude and a way with people. You'll need to be able to think on your feet, be professional and always be willing to step up to the challenge. We're a small team and there is nothing more important than working together.

You need to be happy to work across numerous clients simultaneously and have a strong attention to detail to ensure we deliver a high-quality service to all our clients.

It's preferable if you have experience in the creative sector specifically in branding, customer experience, and or interior design, but it isn't essential.

Key responsibilities / skills:

- Ensure that our clients projects are running on time, on brief and on budget
- Be the point of contact for the studio across all day-to-day activities on client work
- Be responsible for financial reporting and actions across all jobs
- Proficient in excel and word to help make our lives easier and more efficient
- Working with the team on proposals for existing and new business clients
- You must be an excellent communicator with the confidence and knowledge to deliver information to the design team and agency owners

What is I-AM like to work at?

We have an open plan studio in the heart of Shoreditch, which we are doing our best to replicate virtually. We are an ambitious agency, always listening to new ideas and pushing ourselves further, but with the confidence of having been around for over 20 years.

If you are ambitious, passionate and a team player then we'd love to hear from you.