

This is literally the dream Senior Account Manager job.

Primary Create is a full-service creative agency that's growing fast and we're on the hunt for a Senior Account Manager for three to four days a week. This role might be suited to someone returning to work who wants a permanent part-time position that has the potential to grow over time.

You'll work in a small supportive team, and you'll play a key role with our high-profile accounts.

If you're returning to work and looking for a role where you can make an important contribution, where you can have fun, learn something new every day and work with great colleagues, clients, and brands this role is for you.

Why you should apply for this role today

- Incredibly supportive team, who love to impart knowledge and foster collaboration and innovation.
- You are great at forming client relationships and want to take a lead role in a new agency doing so.
- You get satisfaction from busy work, solving problems, mucking in, getting stuff done and moving quickly on to the next thing.
- Healthy balance of WFH and in office collaboration.

- Great clients to work with across corporate and government entities.
- Opportunity to expand your skills and get back into your career.
- Opportunity to work across integrated campaigns across all touchpoints.
- Supporting role with the opportunity to run your own projects autonomously.
- Mentoring from senior agency leaders
- You'll never be 'big agency' siloed.

We take good care of our people

- 50/50 combo of working at the agency's Surry Hills office and home
- Monthly 'Primary Wins' sessions, celebrating new clients and agency projects.
- Regular team outings & events – Archibald Tour, Harbour Bridge Climb, Barefoot Bowls and quarterly team dinners.
- Regular workshops on topical subjects – Mental Health & Cultural Awareness were two most recent workshops
- One day a year off to assist one of the charities that the agency supports
- A full day off in the month of your birthday
- Cool office in fantastic location
- Flexible working arrangements
- Nurturing environment with great career progression opportunities
- Investment in training & development – industry events / courses / workshops / subscriptions

The Responsibilities you've been waiting for:

- Ability to lead projects from briefing through to final delivery
- Understand the technical aspects of project delivery and agency process to ensure projects are delivered within budget, on time and meet client expectations
- Ability to manage client budgets and ensure efficient, timely invoicing and reporting
- Work on multiple projects at any given time
- Ability to work in a team and independently
- Identify client opportunities and grow the accounts you work across
- Ability to guide a project through complex client processes

The Skills and experience you'll need to apply:

- Minimum 6 years' agency experience
- Highly organised
- Great verbal & written communication
- Excellent client relationship skills
- A strong client service focus and work ethic
- An appreciation for design and creativity
- A team player

- Skilled in Microsoft
- Great attention to detail
- Positive attitude and ability to work under pressure
- Enthusiastic and keen to learn
- An interest in social media
- A knowledge of ProWorkflow is a bonus

About Primary Comms Group

Primary Comms Group is an integrated PR, engagement, and creative agency, proudly independent for over 35 years. We bring experts in strategic communication, design, and community engagement under one roof, partnering with clients to make great things happen. Together we make great things happen.

Learn more about us at **primarycommsgroup.com.au**

Next steps

Sound like a good fit? Let's talk!

Send a copy of your CV and a brief cover letter outlining your experience and interest in the role by COB Friday 29 August 2025 to Bernadette –

primary@primarycommsgroup.com.au