

Assistant Account Executive

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Job Summary

Vacancy : 5
Deadline : Sep 29, 2023
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Employment Status : Full Time
Experience : Any
Salary : Up to £27.5k
Gender : Male
Career Level : Top Level
Qualification :

Job Description

Are you an ambitious, super organised, media loving, socially savvy young professional who wants to make a step into PR? Maybe you have done an NCTJ, or you've had some work experience as an intern? Maybe you did a media degree? Maybe you just want to change careers? This is a great chance to join one of the UK's top agencies and get a real grounding in PR, supporting the team while learning more about the industry. You'll be doing things like

- Industry and media monitoring and updates
- Creating calendars of activity
- Logistics support
- Supplier liaison
- Coverage collating and reporting
- Keeping the team on-budget via cost trackers
- Media relations including talking to journalists for product reviews, media drops or forward features
- Building media and influencer databases and your contact book via regular meetups with journalists
- Pitching stories to journalists

If you're fearlessly creative, brave, curious and organised - this could be the role for you. The agency is also committed to diversity and really keen to find talent with varied perspectives. They enter the Pay Gap project for gender and ethnicity.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits

As per company policy