

Senior 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 £35k
Gender : Male
Career Level : Top Level
Qualification :

Job Description

Are you an SAE, AE ready to be promoted or a press officer in-house? If you love PR, and want to look back every few months and feel really proud of what you've achieved, then have a read and send us an application! The right person will be the one everybody else turns to when they need to get coverage. They will love meeting journalists and will be thrilled by the publicity side of things. They will have a three musketeers approach and be great at getting the best out of juniors in their team while not afraid to pitch in and get things done when they need support. The agency is fast paced, supportive of its staff, progressive with diversity and has incredibly high standards for its work. So the right candidate will also tend to be the person who stays calm under pressure, has excellent attention to detail and organises everyone around them. Up and down! They also really fairly reward great work and busy periods. They pay well and have great benefits. They also have a great social culture and there are lots of opportunities to let your hair down. In terms of your day-to-day, you will be expected to:

- Regularly liaise with your client via email
- Starting to take a lead in client meetings
- Overseeing junior members of the team and distributing the day-to-day work on the press office, e.g. coverage and status reports, media lists and calendars
- Making sure account admin is done to a high standard and deadlines are met
- Leading AEs and AAEs and supporting on media liaison and pitching including talking to journalists for product reviews, media drops, interviews, campaign launches and features
- Drafting and writing press releases, pitches and plans
- Supporting new business decks and client plans - via brainstorming and contributing to slides
- Constantly expanding your own network of media and influencers

So if you're looking for somewhere that you can go long term, develop and progress your career. If you look at the awards nights and wish you were there, this could be the role for you.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits

As per company policy