Account Executive – Strategic Communications & PR

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Job Summary

Vacancy :
Deadline : May 20, 2025
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Employment Status : Full Time
Experience : Any
Salary : £30,000 + Benefits
Gender : Any
Career Level : Any
Qualification :

Job Description

A fast-paced, creative, and collaborative communications agency is seeking an enthusiastic and curious Account Executive to join its growing team. This award-winning agency works across a broad portfolio of clients, spanning consumer brands, financial services, and national institutions – and is known for delivering standout work that blends insight, creativity, and strategic thinking.

This is an ideal opportunity for a recent graduate or early career professional with six months or more PR or communications experience under their belt - whether that's through an agency placement, in-house internship, or relevant professional role. The team is looking for someone who understands the general rhythms of working life and is ready to hit the ground running, rather than someone completely new to the world of work.

The Role

As an Account Executive, you'll be the linchpin of your client teams, supporting the planning and delivery of campaigns, monitoring media, conducting research, and helping keep projects running smoothly. You'll be exposed to a diverse client mix - one day working on a high-profile consumer campaign, the next engaging with clients in banking, asset management or other financial services sectors.

This role offers real breadth - from shaping social media content and supporting media engagement to monitoring policy shifts and liaising with journalists or influencers. You might be helping tell the stories of Olympic athletes one week and writing briefings for a banking client the next.

The team is keen to bring on someone who is genuinely open-minded, proactive, and inquisitive - someone who's comfortable saying "yes", keen to explore new sectors, and excited to build a career in communications. Equally important is a diligent attitude to process and detail - results matter, but so does a thoughtful, thorough approach.

Key Responsibilities:

• Conducting research to support client work and new business efforts
• Drafting briefing notes, press releases, blog posts, and evaluation reports
• Monitoring media and social channels for coverage, trends, and opportunities
• Engaging with journalists and influencers; supporting media sell-ins
• Helping to plan and organise client events and meetings
• Managing diaries, timelines, and status documents for client accounts
• Contributing to team brainstorms and creative ideation sessions
• Attending client meetings and supporting on calls

About You:

• Some relevant experience in PR, communications, journalism, or related fields
• A natural communicator - confident, clear, and collaborative
• Strong attention to detail, with good time management and organisation
• Proactive mindset – problem solver who can think on their feet
• Inquisitive and keen to learn - asks questions, seeks feedback, and takes initiative
• Familiarity with LinkedIn, X (Twitter), Instagram, and other key social platforms
• Enthusiastic about current affairs, the media, and how businesses communicate
• Positive, adaptable, and genuinely team-focused

Why Apply?

This role offers fantastic exposure, hands-on experience, and the chance to grow quickly in a supportive environment. You'll learn directly from experienced consultants across corporate, consumer, and financial services campaigns - with plenty of opportunity to contribute, develop, and shape your path.

The agency also has a firm commitment to equity, diversity and inclusion, so we are really interested in hearing from candidates that offer varied perspectives and welcome applications from, the global majority, diverse backgrounds and minority groups.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits