

Account Executive

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Apr 30, 2025

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Employment Status : Full Time

Experience : Any

Salary : £30K per year

Gender : Any

Career Level : Any

Qualification :

Job Description

We are looking for a proactive, ambitious, and passionate **Account Executive** to join a fast-growing communications agency that specialises in working with disruptive brands and businesses. Known for delivering innovative PR campaigns across consumer, tech, B2B, and corporate sectors, this agency helps clients establish their market presence, make waves, and challenge the status quo.

The Role

As an Account Executive, you'll work on a portfolio of high-value accounts, primarily within the tech, B2B, and corporate sectors. You will support the day-to-day running of accounts, learning from a talented team while developing your own skills in media relations, campaign execution, and client management.

The agency prides itself on its media relations expertise. If you love building relationships, crafting compelling media angles, and securing top-tier coverage, this is the perfect role for you. You will be involved in:

- Drafting and pitching press materials to journalists
- Monitoring media and responding to journalist requests
- Placing features and securing media opportunities
- Supporting campaign work and press office functions
- Reporting, media monitoring, and day-to-day client delivery

This role is ideal for someone who thrives in a fast-paced environment, isn't afraid to pick up the phone, and is determined to secure outstanding results for clients.

About You

We're looking for a candidate with **9-12 months of PR experience**, ideally in an agency setting. You'll be a team player with a positive, can-do attitude who enjoys getting stuck in and taking ownership of your work. Key attributes include:

- A track record of securing strong media coverage
- Passion for the PR industry, media relations, and storytelling
- A proactive and ambitious mindset, always seeking ways to improve
- Strong attention to detail, ensuring accuracy in all aspects of work
- Confidence in presenting ideas to clients and stakeholders
- Excellent communication skills, both written and verbal
- A relationship builder who enjoys engaging with journalists and clients

Key Responsibilities

- Support media relations efforts, including crafting press releases and pitching stories
- Maintain accurate records and uphold agency processes
- Monitor media coverage and industry trends, flagging opportunities for clients
- Assist in preparing client reports and presentations
- Contribute to creative ideation for PR events and campaigns
- Participate in team meetings, offering insights and suggestions
- Provide support across the business when needed

Why Join?

This is an exciting opportunity to be part of an ambitious, growing agency where media relations is at the heart of everything they do. You'll gain hands-on experience, work with some of the best in the business, and have the chance to make a real impact in your role.

The agency is committed to diversity and inclusion and participates in the PR Week Pay Gap project to ensure transparency and equal opportunities.

We welcome candidates from all backgrounds. If you're excited by this opportunity, we'd love to hear from you.

We aim to respond to as many applicants as possible, but if you haven't heard from us within seven days, your application has not been successful this time.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
