

Junior Account Executive



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Feb 25, 2025

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Employment Status : Full Time

Experience : Any

Salary : £27K

Gender : Any

Career Level : Entry Level

Qualification :

Job Description

We're looking for someone with a minimum of 3-6 months experience in PR ready to take the next step in their career at a thriving, fast-growing communications agency that specialises in working with disruptive brands and businesses. Known for delivering innovative PR work across consumer, tech, B2B and corporate streams, this agency helps companies establish their place in the market, make waves and challenge the status quo.

They are now looking for a proactive, ambitious, and passionate Junior Account Executive or Account Executive to come and work in their growing corporate and B2B division.

The Role:

In this role, you'll get to work on a portfolio of high-value accounts, predominantly within the tech, B2B, and corporate spaces. You'll be learning from a brilliant team, and supporting across day to day account work and projects. This agency prides itself on its media relations, so a go-getter who loves to build relationships and make great connections here will thrive. You'll be hands-on in crafting media angles, responding to journalist requests, placing features, drafting press materials and pitches, supporting on campaign work, and helping with reporting, media monitoring and the day-to-day client delivery of the press office.

As mentioned above, the agency's key USP is media relations – while others step away from traditional publicity, they are unashamedly specialists in the field, and whether on press office functions or campaigns, it'll be your job to help ensure the team is generating the sort of coverage that helps drive your client's business. This role requires someone who isn't scared to push for coverage and pick up the phones, and with the drive and proactivity to keep going until the results exceed expectations.

About You:

The ideal candidate will have some initial PR experience, and ideally at least some of this within an agency. You'll be a team player, someone with a don't quit attitude and who puts their hand up, thrives on rolling up your sleeves and getting involved. You're also highly diligent, meticulous and thorough, taking pride in every aspect of your role (even the admin). You should be passionate about the PR industry, and excited about the opportunity to contribute to a growing agency. You should enjoy the core aspects of PR – media relations, pitching, and storytelling. This agency puts a lot of trust in its teams and people, so ideally you'll be someone who treats the accounts like your own business.

Key attributes include:

- Some initial PR experience with a proven track record of delivering exceptional media coverage.
- A proactive and ambitious attitude, always looking for ways to improve, innovate, and push the boundaries.
- Passionate about the media industry, committed to staying up-to-date with media outlets and industry trends, with a genuine love for working on impactful campaigns and strategies and delivering real impact for your clients.
- A strong advocate of our agency's culture, always speaking positively about your work and actively engaging in the agency's culture
- Confident in your presentation skills, capable of presenting ideas and updates to clients and stakeholders with ease
- A relationship builder, forming meaningful connections with clients, journalists, and stakeholders
- A professional communicator, ensuring your team, clients, and stakeholders are always well-informed
- Supportive, providing assistance across the business, even outside of your day-to-day accounts when required

Key responsibilities:

- Upholding the agency's processes, staying on top of the admin and accurate record keeping
- Participating in team meetings, contributing ideas for journalists that can help get your clients noticed.
- Assist in preparing and proofing press materials, including written content on behalf of clients and selling to media
- Monitor media coverage and report on PR campaigns' success, learning to evaluate performance against objectives.
- Support fellow team mates in managing client accounts, ensuring tasks are completed on time and to the highest quality.
- Providing general support across the team, making the most of learning opportunities and approaching tasks with a positive mindset
- Providing clear, proactive updates to teammates and supporting on accounts as needed
- Monitoring media outlets and industry trends, flagging pertinent news with the team
- Contribute to the production of client reports and presentations, developing your ability to communicate ideas
- Contributing to think tanks, and getting involved in ideation for PR events and pitches
- Developing a clear understanding of the industry, your clients, and what the agency's unique proposition for outstanding PR is

If you're someone who loves media relations, enjoys developing teams, and is excited by the prospect of building something in a growing agency, this is the perfect role for you.

We welcome candidates from all backgrounds to apply. The agency enters the PR Week Pay Gap project and cares deeply about equal opportunities and creating a diverse and inclusive workplace.

We will aim to get back to as many applicants as possible. However 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
