



GRAVITY

The Newtons | ideas are solutions

PR SENIOR ACCOUNT MANAGER / Job description

We are looking for a Senior Account Manager to join our fast-growing team!

The successful candidate will be part of the corporate team and will:

- Edit press releases and other media communications, responding to requests
- Use press releases, social media, and other communications to shape and influence public impression and raise awareness
- Produce events from conception through to completion, providing outstanding customer service.
- Coach client representatives in the way of communicating with the public and with clients.
- Cultivate and manage relationships with targeted media
- Manage and overview daily projects and tasks
- Support the team on larger-scale PR and CSR campaigns
- Draft presentations and publicity reports

Education & Experience:

- University degree in PR, communications, marketing or a related field
- Curious - a real Self-Starter - Hard working but up for a laugh at the same time

- A keen eye for detail & Outstanding organization skills
- Effective handling of simultaneous tasks & projects
- Problem solving skills with an understanding of the creative industry
- Proficient in Microsoft Office and other related software
- 6-7 years of working experience, preferably in a PR agency
- Excellent time and project management skills
- A positive mindset and proactive attitude
- Excellent communication and writing skills in both Greek and English
- Keen attention to detail and adherence to deadlines

Benefits:

- A competitive package matching the candidate's skills and experience
- Private medical health insurance program
- The opportunity to work with some of the biggest brands
- A great, fun, youthful work environment to grow your career and why not, your group of friends

In case you are interested sent your CV at: info@gravitythenewtons.gr