

1. SENIOR ACCOUNT MANAGER

Μέσο: DAILY FAX

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Σελίδα: 3

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* αία relate | communication strategy & tactics

Job Description

We are looking for a candidate with significant experience in public relations and strategic communications to reinforce our corporate communication team, reporting directly to the Director of the Corporate Communications Department.

Responsibilities

As part of the Corporate Communications team, the selected candidate will be responsible to:

- Manage a diverse portfolio of clients with the ability of keeping a strong client service profile
- Maintain a day-to-day communication with clients, understand their needs and objectives and deal with a wide range of functions
- Coordinate and prioritize projects, ensuring clear communication towards the team members, while acting in a timely manner
- Develop and implement PR and communication plans to align with the overall communication strategy of each client

AEA RELATE one of the leading strategic consulting, public and investor relations agencies in Greece, with a wide portfolio of clients including top Greek & International companies, is looking for the ideal candidate to fill in the position of:

SENIOR ACCOUNT MANAGER

- Draft content, press releases, memos, presentations and proposals that assist the workflow and deliverables
- Create and execute proposals based on the clients' needs both on a reactive and proactive mode
- Assist communications in handling issues management activities
- Handle inbound media enquiries and act as the key person in media communication
- Create and maintain media contacts

Education & Experience Required

- Minimum 3 years' experience in the communications' sector; agency experience preferred
- University degree in PR/communications/ marketing or similar field
- Post graduate studies in communication will be considered a plus
- Excellent communication and writing skills in both the Greek and English language
- PC literate, proficient in MS Office

Skills & Attributes

- Outstanding PR and communication skills
- Excellent analytical thinking
- Exceptional verbal, writing, editing and presentation development skills
- Strong organizational skills, ability to prioritize and work under pressure within tight deadlines
- Significant business acumen within area of responsibility
- Creative mind partnered with problem solving ability
- Exemplary attention to detail
- Ability to be both a self-starter and a team player
- Focus on details and ability to manage multiple projects and deliverables
- Good understanding of the Social Media environment (Facebook, Instagram, You Tube, Twitter, blogs etc.)
- Flexibility, punctuality, determination, positive thinking

Send your CV and a few lines about yourself, at aea@aea.gr using Senior Account Manager as a subject.