



TO WORK AT A BOUTIQUE PR AGENCY,  
OFFERING A TAILOR-MADE  
COMMUNICATION APPROACH TO CLIENTS.

## ACCOUNT MANAGER

### KEY RESPONSIBILITIES:

- Management of agency's key accounts for international clients
- Day-to-day client handling & third parties' coordination
- Lead the projects ensuring the implementation and delivery
- Develop opportunities for growing existing business within current clients
- Respond to new briefs, research and develop plans, mechanics, creative documents, budgets and presentations

### AMONG OTHERS, THE CANDIDATE

#### WILL BE INVOLVED IN:

- Maintain and develop the media relations
- Supervise the update and management of media / client lists
- Supervise publicity monitoring and reporting
- Supervise social media monitoring
- Social media content creation
- Planning and execution of events
- Writing (press releases, interviews, newsletters, brochures, editorials, websites, etc.)
- Management and handling of media plans (advertorials, advertisements, etc.)
- Planning and executing of promotional activities

### QUALIFICATIONS NEEDED:

- Higher level of education in Public Relations and Communications (Post graduate studies will be accessed but are not a prerequisite)
- Fluency in both Greek and English language (excellent writing skills are mandatory for both languages)
- 3-4 years successful experience in account handling within an agency environment
- High communication & presentation skills (both verbal & written)
- Creative mind, technology friendly
- Ability to multitask and to prioritise effectively
- Excellent project management, keen eye for detail
- Proactive and confident, ability to work under pressure
- Very good understanding of event management and social media
- Team player

The company offers a competitive remuneration package and great opportunities for professional development.

Please address your CVs at: [repprak@gmail.com](mailto:repprak@gmail.com)



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## ACCOUNT EXECUTIVE

### AMONG OTHERS, THE CANDIDATE

#### WILL BE INVOLVED IN:

- Maintain and develop the media relations
- Maintain, update and manage media / client lists
- Publicity monitoring and reporting
- Social media monitoring
- Social media content creation
- Planning and execution of events
- Writing (press releases, interviews, newsletters, brochures, editorials, websites, etc.)
- Handling the execution of media plans (advertorials, advertisements, etc.)

### QUALIFICATIONS NEEDED:

- Higher level of education in Public Relations and Communications (Post graduate studies will be accessed but are not a prerequisite)
- Fluency in both Greek and English language (excellent writing skills are mandatory for both languages)
- 1 year of successful experience in account handling within an agency environment
- High communication (both verbal & written)
- Creative mind, technology friendly
- Ability to multitask and to prioritise effectively
- Proactive and confident, ability to work under pressure
- Prior experience in project management for events
- Good understanding of the social media scene
- Team player

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