

## POSITION ACCOUNT MANAGER

Ημ/νια:1/9/16 Μέσο: BUSINESS TODAY Σελίδα: 3



### Position: Account Manager

Xcubed is a Brand Activation & Sports Marketing Agency and a Strategic Partner of PRISM Public Relations & International Sports Marketing, member of the WPP Group. We work with great clients on a series of exciting projects, from a wide array of industries, such as FMGCs, Automotive, Pharmaceuticals etc. As part of our continuous growth, we are seeking to recruit an experienced Account Manager, a self-starter with an interest in brand communications, fashion, beauty, lifestyle & events.

#### Key Responsibilities

- Build and grow client relationships
- Develop communication strategies and supervise program implementation
- Oversee all aspects of major client events
- Develop strategic communication materials and collaterals on behalf of clients
- Handle and cultivate relationships with key target-audiences and stakeholders

- Recommend and implement initiatives that improve the public's perception of the Client

#### Skills & Qualifications

- Required experience: 4-6 years
- BA or BSc in Communications, Advertising, Public Relations, Marketing – Postgraduate studies will be considered a plus
- Excellent communication, presentation and interpersonal skills
- Exceptional command of the Greek and English language, as well as oral, editing and writing skills
- Multitasking with ability to work under pressure
- A proven track-record in managing demanding projects, generating campaign ideas and thinking creatively
- Proficient in computer use (MS Office Suite and social media is a must)

*If you want to become a member of an award-winning creative team,  
please send us your CV at [info@xcubed.gr](mailto:info@xcubed.gr)*



## Position: Junior Account Executive

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### Key Responsibilities

- Actively support top-level client servicing
- Responsible for developing basic communication materials and collaterals
- Assist with administrative tasks, such as handling audience inquiries, drafting reports, developing databases etc.
- Develop relationships with external audiences (media, third party constituencies, etc.) to convey the Client's message

- Active participation in event organization and on-site management
- Represent Client at events or trade shows.

### Key requirements

- Required experience: 1-3 years
- BA or BSc in Communications, Marketing or related field
- Must be creative and a great communicator both orally and in writing
- Be multitasking, with the ability to prioritize and deliver calmly under pressure, with high attention to detail
- Must have a proactive and positive, "can-do" attitude
- Must have good interpersonal skills and the ability to work as member of a team
- Excellent PC use skills (MS Office Suite)

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