

Job Opening: **Account Manager**

CIVITAS seeks to recruit an **Account Manager** to work with its exceptional team on its top brand and corporate clients.

Send your CV and a few lines about yourself at a.papagianni@civitas.gr using **Account Manager** as a subject.

ACCOUNT MANAGER

Job description:

- Create and develop documents for clients, including facilitator documents, bio/fact sheets, media materials and proposals.
- Contribute to strategic plans and proposals to support client objectives.
- Develop and manage media relationships.
- Plan the strategy and manage on a day to day basis the clients' social media accounts and create new ways of public engagement.
- Plan and manage the implementation of new and existing campaigns, PR activities and events.
- Review the team's work and provide constructive feedback on its quality.

Desired skills & experience:

- Minimum 4 years of experience in managing Public Relations and Communications Projects (experience in a PR Agency will be considered a plus).
- Creative and out of the box thinking.
- Great understanding of Media Relations, Corporate & Brand Communications.
- Great understanding of Political & Economic environment.
- Excellent communication and presentation skills.
- Degree in Communication, Marketing or other relevant field.

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