

ACCOUNT EXECUTIVE

Ημ/νια:17/5/18 Μέσο: DAILY FAX Σελίδα: 3



* aia relate | communication strategy & tactics

AEA RELATE one of the leading strategic consulting, public and investor relations agencies, is looking for an

ACCOUNT EXECUTIVE

to reinforce our Corporate Communications Department.

Job Description

- Assist in development and implementation of PR and communication plans to align with the overall communication strategy of each client
- Draft press releases, content, memos, presentations and proposals that assist the workflow and deliverables
- Maintain a day-to-day communication with clients and deal with a wide range of functions
- Assist communications in handling issues management activities

Education & Experience Required

- University degree in PR | communications | marketing or similar field
- 1-year experience in the communications' sector; agency experience preferred
- 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
- Ability to prioritize and work under pressure within tight deadlines
- Creative mind partnered with attention to detail
- Focus on details and ability to manage multiple projects and deliverables

Send your CV at aea@aea.gr
using Corp Com Account Executive in the subject.