

1. ACCOUNT EXECUTIVE

Μέσο:BUSINESS TODAY

Ημ. Έκδοσης: ...18/12/2020 Ημ. Αποδελτίωσης: ...18/12/2020

Σελίδα:7

Innews AE - Αποδελτίωση Τύπου - <http://www.innews.gr>



The Kompany a dynamic and fast growing Public Relations & Strategic Communication Agency, is looking for an **Account Executive** to reinforce our team.



WE ARE HIRING
THE KOMPANY®

Job Description

- Draft content, press releases, memos, presentations and proposals that assist the workflow and deliverables
- Maintain the media lists updated, send out Press Releases and being responsible for the follow up procedure and follow up report
- Monitor publicity, evaluating news in terms of importance and compile publicity reports
- Maintain a day-to-day communication with clients, understand their needs and objectives and deal with a wide range of functions
- Assist the team in development and implementation of PR and communication plans to align with the overall communication strategy of each client
- Accommodate and fully support the implementation of the media and other events based on customer needs
- Make and execute proposals based on the clients' needs
- Assist communications in handling issues management activities.

Education & Experience Required

- University degree in PR | communications | marketing or similar field
- At least 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
- Ability to manage multiple projects and deliverables
- Creative mind partnered with significant attention to detail.

Send your CV and a few lines about yourself, at career@thekompany.gr using Account Executive as a subject.