

1. NEXLCOM GROUP

Μέσο: BUSINESS TODAY

Ημ. Έκδοσης: . . . 27/11/2018 Ημ. Αποδελτίωσης: . . . 27/11/2018

Σελίδα: 6

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



nextcom group

25 YEARS OF BUSINESS SERVICES

is looking to recruit the ideal person to fill in the position of

Account Executive

Location: Athens / Ioannina

Job Description

- Meeting with clients to discuss and identify their requirements - Maintain a day-to-day communication with them, understand their needs and objectives and deal with a wide range of functions
- Working with agency colleagues to devise PR & Communication Plans that meets the client's brief and budget;
- Liaising with, and acting as the link between, the client and the agency by maintaining regular contact with both, ensuring that communication flows effectively
- Draft content, press releases, memos, presentations and proposals that assist the workflow and deliverables
- Execute proposals based on the clients' needs both on a reactive and proactive mode
- Handle budgets and managing campaign costs, assist communication in handling issues and management activities

- Monitoring the effectiveness of campaigns, arranging and attending meetings Create and maintain media contacts

Education & Experience Required

- University degree in PR/communication/ marketing or similar field
- 1-2years experience in the communication sector; agency experience preferred
- Excellent communication and writing skills in Greek
- Proficiency in English
- PC literate, proficient in MS Office

Skills

- Excellent PR and communication skills
- Excellent verbal, writing, editing and presentation development skills
- Ability to prioritize and work under pressure within tight deadlines
- Ability to be a team player

Send your CV: int@nextcom-group.com