

## Senior Account Manager / Account Director Job Description

### About Us

PHA Media is one of the fastest growing and most dynamic PR companies in the UK, proud to have achieved an array of industry awards while delivering exceptional levels of service to many high profile clients. Based on Wardour Street in Soho, we are an entrepreneurial, news driven agency and we invest heavily in the career development of our people.

### About the Role

We are currently looking for a *Senior Account Manager or Account Director* to join our fast paced *Consumer* Department. You will be working across many exciting accounts in a dynamic and ambitious team as the department continues to grow.

### Your Experience

- You will have substantial agency experience within the consumer sector
- You will be experienced in business development and be comfortable pitching to senior stakeholders and business owners
- You will have proven leadership skills and feel comfortable leading and mentoring junior members of the team
- You will have excellent media relations skills with an extensive network of senior level press contacts and an outstanding track record in securing stand out press coverage in a range of media outlets
- You will have extensive experience in organising and managing a broad range of national press events.

### What You Will be Doing

- Devising, planning and managing the implementation of PR campaigns, digital strategies and media outreach activities
- Managing and monitoring account resourcing and budgets
- Overseeing and supporting junior colleagues
- Managing client relationships and advising clients when necessary
- Supporting and motivating teams and encouraging creative thinking to drive campaigns forward
- Leading creative brainstorming
- Reviewing and editing press materials
- Developing relationships with senior level press contacts
- Bringing a creative and ambitious approach to all accounts
- Managing new business projects
- Working closely with Director of PR to ensure smooth running of team and accounts

### About You

We look forward to hearing from people who can demonstrate energy and enthusiasm for any challenge they encounter. Keen to be involved in all manner of accounts, integrated or otherwise and develop their career in an award winning, innovative PR agency. You might also be...

- An exceptional communicator
- Highly committed
- Results driven
- Super organised
- Passionate
- Creative

- On time
- A team player

### **What You Get**

We offer a variety of performance incentives, a comprehensive training and development plan as well as a diverse benefits package to ensure that you are rewarded as highly as possible. We can provide more detail on this when we meet although, put simply, we believe in recognising, encouraging and rewarding talent.

### **The Team**

PHA people have a real love and genuine passion for the media, are driven by results and are hugely successful. We think creatively in order to differentiate ourselves, develop new approaches and deliver an outstanding level of service to all. Our success is driven by the commitment, work ethic and exceptional communication skills of our team and if this sounds like you, we would love for you to get in touch. You can send your CV & Covering Letter to [lucyg@pha-media.com](mailto:lucyg@pha-media.com)

**Hours:** Hours will be 8:30am to 5:30pm Monday to Thursday and 8:30am to 4pm on Friday.