

## PHA Media Account Executive 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, London, we are an entrepreneurial, news-driven agency and we invest heavily in the career development of our people.

### About the Role

We are looking for an Account Executive to join our fast-paced Entrepreneurs & Business team. Only apply if you are excited at the prospect of building the profiles of some of the most charismatic and powerful figures in British business. You must have passion, energy, ideas, curiosity, an agile and strategic mind and a determination to deliver results. You must also be confident in presenting to existing clients and potential new clients. In return, you will work in a friendly and lively environment led by a senior team rich with experience in PR and journalism. Excellent written and verbal communication skills and an obsession with media – both traditional and social – are a must.

### What You Will be Doing

- Bringing a creative, ambitious and strategic approach to accounts
- Writing and distributing press releases, generating ideas, selling in to media and assisting with client reporting
- Regularly delivering high quality coverage
- Developing methods of assessing coverage
- Building and maintaining relationships with relevant journalists, bloggers and influencers
- Developing strong relationships with the team, clients, journalists and influencers
- Updating and communicating with colleagues, managers and clients
- Identifying, flagging and escalating issues that arise on accounts

### About You

We look forward to hearing from people who are excited about the prospect of joining one of the UK's fastest growing agencies. We are looking for individuals who can demonstrate energy and enthusiasm for any challenge they encounter, who are keen to be involved in a wide range of accounts, and who are looking to develop their career in an award winning, innovative PR agency. You should also be...

- A team player
- An exceptional communicator
- Highly committed
- Results driven
- Tenacious
- Self-motivated
- Super organised
- Passionate
- Creative
- On time

### Essential Skills

PHA's Enterprise division has enjoyed success with international clients and is now targeting businesses within Spanish-speaking countries. The candidate for this position must be able to speak fluent Spanish and

have a knowledge of international media. Knowledge of arts and entertainment sector within US markets also desired for existing client work. The candidate must also be educated to at least degree level.

**What You Get**

This is a rare opportunity to join one of London's leading business PR teams and to work with an exciting and diverse range of clients. 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. We are also a sociable, friendly bunch and are looking for someone likeminded to become part of our team. If this sounds like you, we would love for you to get in touch. You can send your CV & Covering Letter to [lucyw@pha-media.com](mailto:lucyw@pha-media.com)

**Website:** <http://pha-media.com/>

**Closing date:** Thursday 18<sup>th</sup> August 2017

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

# PHA Media Staff Benefits



Up to 31 Days  
Leave plus  
Bank Holidays



Team Treats



£500 Birthday  
Bonus



10% New  
Business Bonus



Tastecard



PHA Awards



Cucumber  
Salon Corporate  
Discount



Cupcake Award



£500 Holiday  
Bonus



Summer Event



Christmas  
Event



PHA Pension  
Scheme



Childcare  
Voucher  
Scheme



Eye Tests



Recruitment  
Incentive: Staff  
Referral Fee



4pm Friday  
Finish



Ideas Bank



Staff Wellbeing  
Initiative



Fresh Fruit  
delivered to  
the office



Local  
Businesses  
Corporate  
Discount