

## 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, 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 an *Account Executive* to join our fast paced *Technology & Innovation* Department which is part of our *Enterprise Division*. You will be working across many exciting accounts in a dynamic and ambitious team as the department continues to grow. The ideal candidate will have direct agency experience with Tech PR focus, excellent written and verbal communication skills and will have a genuine passion for the media.

### What You Will be Doing

- Bringing a creative and ambitious approach to all accounts
- Regularly delivering high quality coverage
- Developing strong relationships with clients
- Working with the team to develop ideas for clients
- Updating, reporting to and communicating with colleagues, managers and clients
- Problem solving by identifying, flagging and escalating issues that arise on accounts
- Contributing to new business projects as part of a team

### 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 and on time
- Passionate
- Creative
- 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 [lucyw@pha-media.com](mailto:lucyw@pha-media.com)

**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