

PHA Media Account Manager 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 Manager* to join our fast paced *Entrepreneur & Business* Department. This team works with top business leaders, inspirational figures, innovators and change makers as well as their pioneering businesses.

This is a fantastic opportunity for someone with the confidence and appetite to build close relationships with business leaders, developing their profile, writing content in their name and acting as confidant and personal advisor.

The ideal candidate will have substantial agency and Account Management experience, excellent written and verbal communication skills. They will be confident identifying, planning and managing the placement of strategic media coverage (primarily in consumer press although trade press coverage may also be required on occasion). They will also have good industry contacts and will of course have a genuine passion for the media!

Overall Responsibilities

- Running accounts on a need to know basis for the AD/SAM
- Delivery of high quality coverage with focus on achieving higher level pieces of coverage (such as business profiling, brainstorming and formulating survey ideas)
- Taking a proactive role in identifying new ideas for existing clients – such as brainstorms, instigating team catch-ups to discuss concentrations for the next month etc
- Taking ownership of meeting material and advising SAM/AD what should be included in meeting collateral
- Guiding and supporting junior members of the team on accounts
- Developing and maintaining strong, positive client relationships
- Ownership and proofing weekly and monthly reports
- Identifying, escalating and solving issues on accounts
- New business contribution with proposal preparation, involvement with pitches, campaign ideas and feeding into the Business development team
- Strong leadership and staff management skills
- Where possible, spotting an opportunity for upselling on one client (i.e. Video projects, social media services, media training etc)

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

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