

**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 *Sport and Leisure* Department. **Whilst the role is based within PHA's Sport and Leisure team, the candidate will service clients across the sport, health, fitness, beauty and lifestyle sectors.** The ideal candidate must therefore be willing to immerse themselves in a broad range of subject matters, and be prepared to learn the ropes when it comes to their clients' businesses quickly. The ideal candidate will have substantial agency and account management experience, excellent written and verbal communication skills, good industry contacts and will 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

The ideal candidate should also have an interest in health and fitness, a willingness to work on a broad range of lifestyle and leisure clients, including those operating within the beauty/grooming industry, and a willingness to hit the ground running.

### **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 and 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.