

Senior 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 a *Senior Account Executive* to join our *Strategic Communications Department*. You will be working across many high profile accounts in a dynamic and ambitious team as the department continues to grow. The ideal candidate will have direct agency experience with a corporate 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
- Helping 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
- Offering guidance and support to junior members of the team where relevant
- 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
- 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

pha media

public relations agency

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