

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, 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 Entrepreneurs & Business team which is part of our Enterprise Division. E&B has grown rapidly over the last year thanks to its talented and motivated people who strive to deliver impressive coverage while enjoying a work/life balance to rival any in the industry. Our growing portfolio of exciting clients include market-leading recruitment and law firms, a challenger energy business, Britain's best-known plumbers and one of the country's leading driving schools. We speak every week with the leaders behind these businesses to build their personal profiles. Team members at every level are client-facing and encouraged to come up with ideas to add value.

The ideal candidate will be an energetic, hard-working, personable and confident individual, who has a genuine passion for the media, some media contacts and confidence using PHA systems (Gorkana, Foresight news, etc). They will also have excellent written and verbal communication skills, agency experience and a can-do attitude.

What You Will be Doing

- Bringing a creative and ambitious approach to accounts
- Regularly delivering high quality coverage
- Developing strong relationships with the team and clients
- Supporting the team to develop ideas for clients
- Updating, reporting to 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 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.

@phamedia

www.pha-media.com

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

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PHA Media Staff Benefits

				
Up to 31 Days Leave plus Bank Holidays	Team Treats	£500 Birthday Bonus	10% New Business Bonus	Medicash
				
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