

PHA Media Junior 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 *Junior Account Executive* to join our *Strategic Communications* team. The ideal candidate will be an energetic, hardworking and personable individual, who has a genuine passion for the media and an interest in the entrepreneur and business sectors. They will also require excellent written and verbal communication skills and a can do attitude. Some experience in an agency environment is also preferred.

What You Will be Doing

- Bringing a creative and ambitious approach to accounts
- Preparing press material, generating ideas, selling in to media and assisting with client reporting
- Regularly delivering high quality coverage
- Building and maintaining relationships with relevant journalists, bloggers and influencers
- Developing strong relationships with the team and clients
- Updating 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 are excited about the prospect of joining one of the UK's fastest growing agencies. We are looking for individuals who can demonstrate energy and enthusiasm for any challenge they encounter, who are keen to be involved in a wide range of accounts, and who are looking to develop their career in an award winning, innovative PR agency. You should also be...

- A team player
- An exceptional communicator
- Highly committed
- Results driven
- Tenacious
- Self-motivated
- Super organised
- Passionate
- Creative
- On time

What You Get

This is a rare opportunity to join one of London's leading business PR teams and to work with an exciting and diverse range of clients. 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. We are also a sociable, friendly bunch and are looking for someone likeminded to become part of our team. 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.

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