

Honest Communications: PR & Social Media Account Executive

Salary: £18,000 to £24,000 p/a based upon experience

Are you a passionate and talented Account Executive looking to join a young, growing agency with flexible working, lovely clients and plenty of chat about pets?

Then we should talk!

The role

After continued growth and success, Honest Communications is recruiting a PR & Social Media Account Executive to join the team and help take the agency forward.

The perfect candidate for the role will share the agency's values of transparency and integrity; commitment to producing the very best creative work; and, of course, honesty. Excellent copywriting skills are essential, as is a willingness to get stuck in, along with having plenty of ideas and not being afraid to voice them.

We're very fortunate to work with some really lovely brands, in a thriving sector, specialising in home, garden and lifestyle brands. The role requires a passionate, motivated and talented individual to be part of the Honest Communications journey.

If that all sounds like you, get in touch!

The Honest way

It's just as important to us that we focus on our team as well as our clients.

Personal and professional development are really important at Honest and you'll have time each month to upskill in an area you're keen to learn more about. We also take it in turn to impart our knowledge to the rest of the team in a monthly knowledge share.

We appreciate that working in PR and social media can be tiring and life in front of a screen can take its toll, so each employee has a well-being budget to spend on relaxing outside of work. From taking up yoga to buying new walking boots, or even a subscription to a mediation app – we'll help cover the costs.

The package and perks

- 20 days holiday plus bank holidays – and an extra day off for your birthday!
- Flexible working (core hours of 10 til 3, with flexitime around this)
- Pension scheme
- Training opportunities and career development
- Well-being scheme
- Generous new business incentives and bonuses

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- Pension scheme
- Mobile phone and laptop
- Regular pizza, cake and lunches
- A constantly brewing coffee pot because life is too short for instant.

What we're looking for

- A passion for PR, social media and the media
- Flair for creativity
- Drive to jump in feet first on day one and be part of the team
- A dedicated, passionate and committed work ethic (but knowing when to stop and have fun too!)
- Excellent writing skills and a strong eye for detail
- Experience of writing press releases and liaising with media
- Experience of using social media platforms for brands
- Impeccable time management and impressive organisation skills
- A love of to-do lists, and a deep understanding of the sense of satisfaction you get from adding something you've already done purely to cross it off straight away
- Ability to whizz your way around an Excel and PowerPoint
- Exceptional levels of attention to detail
- Most importantly, someone friendly, sociable and able to work in a small team.

Relevant experience

- Experience of working in a PR or marketing agency, including internships or and work experience placements
- A relevant undergraduate degree such as PR, media, journalism or English Literature is desired, but not essential
- Evidence of copywriting and/or some social media management experience is beneficial

What you'll be up to

- Supporting the account directors and managers with running an array of lovely client accounts across PR and social media
- Writing press releases, blogs, copy and social media posts
- Issuing press releases
- Responding to journalists' enquiries
- Playing a big part in the running of our clients' social media accounts, including creating graphics, posting, engaging with followers and outreach to other accounts
- Scheduling social media content
- Spotting the best influencers to be working with
- Monitoring, logging and analysing media coverage
- Tracking social media results and insights
- Creating reports and devolving into results and trends to help activity evolve
- Creating, managing and updating media lists
- Researching opportunities

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- Liaising with clients and contributing to meetings
- Supporting the marketing and development of Honest Communications
- Keeping abreast of current PR and social media trends and tools

If you're a dab hand at all the above and tick all the boxes of what we're looking for then get in touch!

Applications

Please email your CV to bepartoftheteam@honestcommunications.co.uk with a covering note outlining why you are the best candidate for the role.

No agencies, please.