



• aia relate | communication strategy & tactics

AEA RELATE is looking for the ideal candidate to fill in the position of:

ACCOUNT MANAGER

with significant experience in public relations and strategic communication, reporting directly to the Director of the Corporate Communication Department.

Responsibilities

As part of the Corporate Communication team, the selected candidate will be responsible to:

- Manage a diverse portfolio of clients, keeping a strong client service profile, understand their needs and objectives
- Coordinate and prioritize projects, while acting in a timely manner
- Develop and implement PR and communication plans to align with the overall communication strategy of each client
- Draft content, press releases, memos, presentations and proposals that assist the workflow and deliverables
- Create and execute proposals based on the clients' needs both on a reactive and proactive mode

- Assist communication in handling issues and management activities
- Handle inbound media inquiries and act as the key person in media communication
- Create and maintain media contacts

Education & Experience Required

- Minimum 3years' experience in the communication sector; agency experience preferred
- University degree in PR/communication/marketing or similar field
- Post graduate studies in communication will be considered a plus
- Excellent communication and writing skills in both Greek and English
- PC literate, proficient in MS Office

Skills & Attributes

- Outstanding PR and communication skills
- Excellent analytical thinking
- Exceptional verbal, writing, editing and presentation development skills
- Strong organizational skills, ability to prioritize and work under pressure within tight deadlines
- Creative mind partnered with problem solving ability
- Exemplary attention to detail
- Ability to be both a self-starter and a team player
- Focus on details and ability to manage multiple projects and deliverables
- Flexibility, punctuality, determination, positive thinking

Send your cv to: aea@aea.gr (stating the job position)

AIA RELATE ACCOUNT EXECUTIVE

Ημ/νια:23/3/18 Μέσο: DAILY FAX Σελίδα: 6



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AIA RELATE is looking for the ideal candidate to fill in the position of:

ACCOUNT EXECUTIVE

to reinforce our Corporate Communication Department.

Job Description

- Maintain a day-to-day communication with clients, understand their needs and objectives and deal with a wide range of functions
- Assist in the development and implementation of PR and communication plans to align with the overall communication strategy of each client
- Draft content, press releases, memos, presentations and proposals that assist the workflow and deliverables
- Execute proposals based on the clients' needs both on a reactive and proactive mode
- Assist communication in handling issues and management activities
- Create and maintain media contacts

Education & Experience Required

- 1-year experience in the communication sector; agency experience preferred
- University degree in PR/communication/ marketing or similar field
- Post graduate studies in communication will be considered a plus
- Excellent communication and writing skills in both Greek and English
- PC literate, proficient in MS Office

Skills & Attributes

- Outstanding PR and communication skills
- Exceptional verbal, writing, editing and presentation development skills
- Ability to prioritize and work under pressure within tight deadlines
- Creative mind partnered with attention to detail
- Ability to be both a self-starter and a team player
- Focus on details and ability to manage multiple projects and deliverables
- Good understanding of the Social Media environment (Facebook, Instagram, YouTube, Twitter, blogs etc.)

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