

JOB DESCRIPTION

Title:	-	Client Executive
Reporting to:	-	Client Manager / Client Director
Location:	-	Pavilions Office Park, Hollywood
Main Function of Role:	-	Provide assistance and support to the agency's PR clients, ensuring quality of output and client satisfaction

Key Responsibilities

- Providing ongoing support to Client Managers/ Directors on key client accounts (including consumer and corporate focussed-PR and public affairs) simultaneously.
- Daily monitoring and horizon scanning of media, including online, print, broadcast, newswires, social media sites and blogs, for potential opportunities or issues for clients and competitor information.
- Analysing and evaluating media coverage, including daily and monthly preparation of client coverage files and evaluation reports.
- Creating weekly and monthly client status reports for Client Managers and Directors.
- Assisting in the management of PR photography & client photocalls.
- Researching, writing, proofing and distributing original and creative content to targeted media.
- Strong knowledge of social media and engagement with channels to spot and capitalise on media and influencer opportunities.
- General office administration, including creation of job reports, purchase orders and reordering of stationery and supplies as required.
- Maintain strict financial procedures in relation to the processing of invoices and payments.
- Working productively in a team environment with a spirit of collaboration and jumping in to help at all levels of tasks.
- Developing and maintaining strong relationships with clients, journalists and media.
- Supporting the Client Managers and Directors in developing new business pitches & presentations.

- Being proactive, flexible and have the ability to deal with new challenges as they arise.
- Being committed to confidentiality, total discretion and integrity.
- Carry out any other duties as may be required by the Managers & Directors of LK Communications.

Personnel Specification

	Essential	Desirable
Qualifications	<p>Third level qualification in CAM, PR, Communications, Marketing, Journalism or related discipline.</p> <p>OR</p> <p>Two years' relevant employment experience.</p>	<p>Membership of CIPR, PRCA or CIM.</p> <p>Commitment to advancing personal learning and development.</p>
Experience		<p>Communications experience in a similar role within a fast paced, results orientated environment, Communications, PR Agency or in-house.</p>
Skills	<p>Good business awareness and knowledge of current affairs.</p> <p>Excellent communication skills, both written and verbal.</p> <p>Creativity and imagination.</p> <p>Strong attention to detail.</p> <p>Good presentation skills.</p> <p>Team player.</p> <p>Excellent knowledge of MS Office.</p>	<p>The ability to think strategically and good analytical skills.</p>



LK COMMUNICATIONS

Characteristics	Ability to build strong relationships internally and externally. Confidence. Initiative. Excellent organisational skills, with the ability to work on more than one project at a time. Self-starter, with determination, enthusiasm and the ability to cope well under pressure.	
Other		Hold a current & valid full UK driving licence with full access to a vehicle.