**Account Executive**

**MacComms (Yorkshire) Ltd**

**Closing date: end May 2016**

**Interview date: TBC**

**Start date: June 2016**

**Company name: MacComms (Yorkshire) Ltd**

**Job Title: Account Executive**

**Grade: Summer Graduate (12 weeks)**

**Company: MacComms**

**Responsible to: Ellie MacDonald**

**Hours: Full time (37.5 hours per week) /**

**Part time may be negotiated over 16 weeks**

**Job Function:**

To support the Managing Director to manage client PR and marketing accounts through client liaison, drafting copy, managing campaigns and reporting.

To represent the business in a professional and friendly manner at a variety of events to aid new business development.

To manage MacComms’ PR and marketing as an account in its own right, taking ownership of company social media, press releases, blogs and award entries.

**Job Duties:**

The duties of the role will include:

- Corresponding with clients and associates politely and professionally by email, letter, telephone and in person.

- Writing copy for press releases, blogs, websites and e-communications

- Researching and creating social media schedules

- Updating company’s social media profiles.

- Editing photos and uploading to website.

- Assisting in the production of marketing materials

- Assisting preparation and organising for a variety of events

- Assisting with new business opportunities

-Assisting with reporting on progress of campaigns

-Administrative tasks to ensure the smooth running of the business such as filing, scanning of documents, diary management, taking minutes at meetings

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessary to meet the overall business objectives of the company and which are relevant to your post.

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| Attributes | Essential | Desirable | Evidenced |
| Experience | Experience of delivering strong customer service, writing and managing social media | Marketing, PR, events management, social media management, campaign management | CV, Cover Letter, Interview |
| Qualifications/training | GCSEs at grades A-C.  | Graduate of the University of Huddersfield from 2015 or 2016 Creative writing, marketing, PR, business management, event management | CV, Cover Letter |
| Skills | Demonstrate the ability to work as part of a team and to be able to manage your own time effectively, strong communication skills are key to the role and a strong understanding of IT, particularly use of MS office products social media management | Photography and videography shooting and editing skills. Use of updating website Content Management Systems (CMS’). Basic design skills  | CV, Cover Letter, Interview |
| Personal Qualities | Enthusiasm, positivity, self-motivation, honesty, reliability |  | CV, Cover Letter, Interview |