

Australia Jobs Expertini®

Account Executive

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Company: GrowthOps

Location: Sydney

Category: other-general

Public Relations

Account Management

Sydney, Australia

Permanent / Part Time

18/4/2024

18 April 2024

Welcome to FORWARD

FORWARD is one of Australia's leading creative public relations agencies. Through earned media, social, content, influencer marketing and experiential events, we influence the conversation with stories that get noticed and get results. We are driven by a commitment to help brands communicate with deeper meaning and purpose to create outcomes that make an impact.

About your new role!

The Account Executive's mission is to ensure that the team at FORWARD Consulting is able to effectively and efficiently service its clients.

They will support the implementation of public relations and influencer programs through quality writing skills, attention to detail, task completion, accurate briefing and reporting,

professional interaction with clients and team collaboration.

What we'd love to see from you:

Develop media releases, pitches and materials, including research, writing, editing, collating and distributing through relevant social media channels;

Liaise and attend meetings with clients, media, prospective clients, and internal teams;

Respond to and follow up media enquiries;

Monitor and report on client media and social media activity;

Maintain and develop an active product loan pool for review or photography;

Plan and carry out editorial features research and advise team on relevant opportunities for clients in consultation with account managers;

Carry out event management including research, venue and talent selection and management;

Support the administrative team by providing back-up phone support;

Operate time slips efficiently and track all time;

Participate as active and interested team members, providing support to colleagues and ensuring they take every opportunity presented to learn and develop;

Follow company policies and procedures and follow/ participate in occupational health and safety measures; and

Conduct themselves in a professional manner at all times

Develop media releases, pitches and materials, including; and

Conduct themselves in a professional manner at all times

What you'll get in return from us:

Aside from a great remuneration package and all the flexibility you need to operate at your

best, we want to see you thrive and grow with us. Some of the benefits you can expect when you join the team include:

Welcome swag – to help set up your desk and make you feel at home and an uber voucher to use for lunch during your first month

\$150 towards your home office set up

\$1,000 a year towards your continued professional development, 5 study leave days so you can take time off to focus, alongside access to the GO Academy and a wide range of professional development programs to boost your skills

\$250 a year towards a health initiative / exercise of your choice

Employee Assistance Program and your own Wellbeing Coach

In addition to 4 weeks annual leave, you'll also get 2 Wellbeing Days off per year and your birthday day off (to celebrate you!)

FORWARD is a part of the GrowthOps network – so you'll have opportunities to learn and work on exciting projects with amazing talent from other agencies within our group. While you'll be based in Sydney or Melbourne, we have creative workspaces in Brisbane, Sydney and Melbourne, as well as in Hong Kong, Singapore, Kuala Lumpur and Manila, where you will always be welcome.

GrowthOps is committed to providing an accessible and inclusive workplace for all employees. We proudly welcome people with disabilities, people from diverse cultural and linguistic backgrounds, people from the LGBTQI community and Indigenous Australians to our team. If you require any support or reasonable adjustments during the recruitment process, please contact the talent team via talent@growthops.com.au

#LI-FWD

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