



Job description – assistant account executive

Role:	Placement student Assistant account executive	Closing deadline:	28 th February 2022
Type:	Full-time	Travel:	UK only
Salary:	£17,000	Location:	Office based – Leominster
Contract term:	12-month placement	Start date:	Summer 2022 <i>(flexible to suit candidate)</i>

Job purpose: Pinstone is seeking a PR communications executive to join the team from summer 2022. The role requires the candidate to thrive in a dynamic, fast-paced leading agri-food PR and marketing agency, to deliver a range of tactical media outputs.

About us: We are a successful public relations agency specialising in food, farming and rural industries, with an enviable portfolio of clients. We provide a fun working environment with an ethos for team working, professional development and being the best we can be.

Key responsibilities:

1. Support the team to deliver tactical outputs for media outlets
2. Support the team to produce a range of content for all social media channels
3. Provide administration support
4. Facilities support
5. Responsibility for daily time management and workload planning
6. Have an awareness of the clients within the wider agency portfolio and have an interest in proactively advancing knowledge

Person profile:

Personality: Self-driven and highly motivated, the candidate will require high quality standards and be able to manage their workload with exceptional organisation skills. Must be a team player

Specific job skills: Outstanding verbal and written communication skills. Social media and digital comms experience. An affinity to the rural sector is a must. Experience in agriculture is an advantage

Education: Undertaking a degree (placement role)

Personal situation: The role may require the candidate to spend one or two nights away per month and on occasions work hours may be extended. Must have a driving licence

Computer skills: Must be computer literate and adaptable to working with various software packages.

Package:

- Salary: £17,000 (annual pay reviews)
- 26 days holiday + Bank Holidays
- Private health care
- Rural based office, with home working flexibility
- Whole team performance-linked bonus – payable after first year of service

TO APPLY FOR THIS PLACEMENT ROLE, PLEASE SEND A CV AND COVERING LETTER TO: helen@pinstone.co.uk CLOSING DEADLINE 28th February 2022