



October 2021

## PR ACCOUNT EXECUTIVE JOB SPEC

Fortitude Communications is seeking a talented and ambitious individual to join the Oxford based PR agency.

We are a small, but fast-growing strategic Communications and PR agency that has a roster of fantastic clients and a first-class reputation for delivering impactful results. Our clients span professional services, transport, property, charity, tech, sustainability, events and sport. We strive to deliver impactful communications campaigns for our clients, which requires an understanding of their business and sector, audiences and the media. Our work includes PR, social media management, video, partnerships, content creation, events and sponsorship.

Founded in 2017 Fortitude Communications is now looking to recruit another talented person to join the team to help fuel growth and service our clients. We small and a close-knit team that thrives on client delivery and executing excellent content. We are looking for an experienced communications professional who want to work in an entrepreneurial agency at an exciting stage in its journey.

If you are a talented writer, who loves the media, is inquisitive and thrives on delivering for clients we want to hear from you. We are looking for a networker, with a people first approach who is driven, has a great attitude, impeccable grammar and passion for communications.

This is a great opportunity to join an agency where you can flourish. Fortitude Communications is an energetic, entrepreneurial agency where there are no barriers to progression.

### **We are looking for someone who:**

- Is committed to client service
- Excellent communication skills
- Is detail focused
- Can adapt to different environments and situations
- Thrives on overcoming challenges
- Is energetic and ambitious
- Love business, current affairs and the news
- Has a desire to learn

03301 331 074

[www.fortitudecommunications.com](http://www.fortitudecommunications.com)

John Eccles House, John Robinson Avenue, The Oxford Science Park, Oxford. OX4 4GP



## Your duties will include:

- Supporting the successful delivery of PR and communications programmes
- Supporting the smooth running of client accounts and the office
- Liaising with clients, media, partners and others
- Account administration
- Research and planning for news stories, campaigns, events and new business
- Social media content creation, monitoring and scheduling
- Monitoring and compiling client coverage
- Monitoring all media for opportunities
- Compiling and maintaining databases
- Supporting with organising events

## Job Requirements:

- Minimum of one to two years relevant experience
- Strong communicator, written and verbal
- Organised
- Word and Powerpoint proficient
- Driving licence and vehicle
- Solid knowledge of social media and digital media
- Strong organisational skills
- Interest in news and current affairs
- A Levels

## Desirable:

- Degree
- Video production skills
- Digital marketing experience

## We are:

- A small agency – so scope to develop quickly
- A flexible agency
- Have a great culture
- Are in a great location
- Career progression focused

## Job Type:

- Full-time
- Permanent
- Salary: £19,000 to £24,000pa. Depending on experience.

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# FORTITUDE



## Benefits:

- Flexi-time
- Hybrid working
- Company pension
- Free car parking at office
- Day off on birthday
- Free tea and coffee at office
- Discretionary bonus scheme

Salary dependent on experience. If you are more experienced than the above and are a great fit, we would consider applications.

To apply, please submit a copy of your CV and covering letter.

The deadline for applications is 5pm on November 12<sup>th</sup>.

Initial phone interviews will take place shortly after the deadline and shortlisted candidates will be then invited to attend a formal interview.

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