



We're on the lookout for a great Junior Account Exec.

Due to continued growth, we are looking for a great Junior Account Executive to join us in delivering exceptional B2B PR and content campaigns.

You may be a graduate or straight out of school and looking for your first agency role. At Morton Waters you will work under the guidance of senior account staff to ensure the smooth running of our clients' campaigns, from communicating the correct information to all members of the team, to facing clients and reporting. It will be a varied role, with exposure to content, creative, branding, project management, marketing strategy, social and digital. You won't be chief tea-maker!

You'll have an important part to play in helping to support our clients on a day-to-day basis, as well as supporting the agency's growth plans.

We are looking for someone who can see the opportunities that a small team can bring – both to themselves as individuals but also to clients.

Responsibilities to include:

- Supporting team efforts to implement campaigns and projects for clients that reflect our agency core skills and high standards
- Implementing the tactical elements of a client campaign to support the overall strategic objectives
- Developing excellent research, writing and editing skills, working towards independently creating thought leadership, web content, and other marketing materials as indicated by the account director, including press releases, social media calendars, reports etc.
- Undertaking reporting, including measuring PR, integrated marketing and social media results
- Developing and maintaining productive relationships with co-workers, clients, editors and influencers

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- Conducting media relations tasks including pitching efforts, follow-up contact, reporting etc.
- Assisting on account administration such as arranging and attending meetings
- Working on compelling, effective social media and other digital campaigns including creating written and visual content
- Uploading, segmenting, creating and distributing email campaigns
- Contributing to brainstorming sessions for new and existing clients

Skills required include:

- Excellent spoken and written communication skills, with a keen eye for detail
- First class organisational skills and an ability to work under pressure whilst maintaining a calm outlook
- A pro-active approach to creative projects
- Team-player with a can-do attitude and a personable and professional character that will allow you to build client rapport
- The confidence and capabilities to enable clients and senior managers to trust in your work
- Interest in extending your skillset and a proactive approach to identifying areas for personal development
- Research skills to uncover new opportunities for clients and the agency

Location:

Like most, we're currently working from home. Post-pandemic, we will be based at our office in Crowborough, East Sussex. It is our belief that we work best as a cohesive, connected team and so some face-to-face time is expected on a weekly basis. However, this is dependent on Government advice and our understanding of everyone's individual situations.

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Benefits:

- Hours: full time – four days a week working 9.00am – 5.30pm and Fridays working from 9.00am – 3.00pm
- Pension: statutory automatic enrolment workplace pension scheme
- Holiday entitlement: 28 days pro rata of paid holiday per full working year, to include bank holidays and Christmas shut down between Christmas Day and the first working day after New Year's Day. Holiday entitlement starts in January and unused holiday cannot be carried over into the next calendar
- Probationary period: 3 months
- Frequency of salary reviews: annual reviews on the anniversary of start date
- Length of notice period: 1 month in the first 2 years, potentially rising to 3 months after that, dependent on job role

How to apply:

please send your CV and covering email to michelle@mortonwaters.com.

Morton Waters is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.