

Assistant Account Executive at Eisbrenner Public Relations

Job Description

Leading business-to-business PR firm in Royal Oak, Michigan, looking for a dynamic assistant account executive (AAE) to join its team. Our AAE's have fundamental skills in media relations, social media, writing/AP Style and project management. Our client roster includes companies in the automotive, energy and technology industries.

If you're looking for an opportunity to be entrepreneurial, proactive, curious, creative and challenged, then we're looking for you. In return for your hard work, we offer you unlimited opportunities to learn, grow and be rewarded and recognized for your efforts in an environment where fun, honesty, respect and work/life balance aren't just talked about, but practiced every day.

Responsibilities

- Develop good working relationships with clients and teams
- Provide high-quality and on-time work to teams and clients
- Utilize developed media relations skills; further develop professional relationships with reporters
- Research and analyze media coverage and industry trends
- Contribute to client strategy; create and execute ideas

Skills

- Strong understanding and experience using traditional **and** digital media tools
- Excellent writing skills – thorough knowledge of AP Style, grammar, punctuation and sentence structure; able to recognize and adapt to differing writing styles
- Effective and efficient approach to working with teams, varying management styles
- Proficient with media interaction (ex. sending and following up on pitches, onsite media relations at events)
- Solid project and time management skills
- Good problem solver
- Solid multi-tasking and delegation skills
- Professional communication with media, clients, vendors, etc.

Requirements

- 2-4 years of post-graduate public relations experience
- GREAT attitude

Company description

We help good companies communicate. Our team is motivated to “wow” clients and do the impossible. The full range of marketing communications services we provide are strategic and create valuable results for clients. Every decision we make is driven by our five core values – they are the foundation of who we are, what we do and how we do it. www.eisbrenner.com

Please send resume highlighting relevant experience to mzula@eisbrenner.com.