

Job Title: PR Executive

Salary: £18-20k (subject to experience) + BENS

Qualifications: Ideally degree educated with relevant experience gained in a PR/marketing role (client or agency side).

Location: Donnington, Chichester, West Sussex (rural location so own transport essential)

Reports to: Marketing Operations Director

About Recenseo

Recenseo is a dynamic, growing marketing agency based in Chichester, West Sussex. Our friendly, down to earth team offers a thorough, professional and quality centric strategic marketing, PR and communications service to a range of high-end businesses and organisations. We are a classical integrated agency which embraces emerging trends in modern media and takes a contemporary approach to client service.

About the Role

We are seeking a creative and confident PR Executive to join our business and help us deliver ambitious growth plans. The role will see the successful candidate getting thoroughly involved in every aspect of the company and our client work – this is a hands on opportunity with great learning potential!

To make this role yours you will be able to demonstrate a working knowledge in as many of these disciplines as possible:

- Press release drafting and distribution
- Media liaison
- Management of forward features schedules
- Creating and executing editorial plans
- Developing and managing PR 'pitches'
- Social media in a commercial environment
- Market research
- Copywriting, sometimes technical*
- Proof reading and editing
- Updating Wordpress websites
- Understanding and executing a marketing plan and/or strategy
- General marketing administration
- Client and press management and hospitality

**We cannot emphasise enough the importance of good copywriting skills. It is absolutely fundamental to our business and to our clients so this is a prerequisite and you will need proven experience of writing for different media formats and styles.*

We are ambitious and determined and focused on our desire to be THE marketing agency on the South Coast. You will be working with the directors of the business and liaising with our clients so you will be an instrumental part of our growth strategy and we will reward you accordingly.

Good salary potential, a bonus scheme, private medical insurance (after 6 months), personal training budget, free parking and the opportunity to work with some really experienced people and excellent clients awaits you!