

Graduate Vacancy

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| Job Reference Code | TGR 1746 |
| Job Title | Graduate Marketing/PR Executive |
| Salary | £18,000 |
| Location | Milton Keynes |
| Degree Required | Relevant |
| Skills Required | <p>To be successful in this dynamic company you will need to be a confident and effective professional graduate, who has studied a relevant degree across Marketing, PR, English, Media or Journalism, is a strong communicator, has a great 'can do' attitude and takes great pride in their work. As well as living within 45 miles of the area, the breakdown of the skills you will need are:</p> <ul style="list-style-type: none"> • Excellent communication skills, both written and oral. • Social Media Literate • Well organised and self-motivated • Ability to multi task and prioritise accordingly • Excellent attention to detail • Team focused with the ability to work on your own initiative • Good interpretation skills of briefs, projects and quotes • Competent on software programmes such as Word, Excel, Outlook and PowerPoint |
| Description of Role | <p>Joining this creative agency you will be assigned to one of the key areas across Marketing/PR dependent on your skillset, degree and character.</p> <p>As a graduate Executive you would be responsible for supporting and contributing to the team's productivity, both through daily tasks and longer-term projects. Writing briefs and seeing them through to completion, whether online or off-line.</p> <p>Creative and constructive contributions to meetings with a confidence to challenge, and willingness to learn both on the job and in your own time.</p> <ul style="list-style-type: none"> • Take on more than one client project at a time • Respond to any incoming client demands or queries • Work to a set deadline on a provided brief for projects • Effectively contribute to team meetings • Compose project briefs following client meetings or quotes |

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| | <ul style="list-style-type: none"> • Effectively devise a strategy and organise the logistics of a project taking into account the financial aspect • Successfully see through any projects assigned to you • Support with any new business opportunities that come through • Assist with any other daily activities set and divided by the account team <p>As an Executive your responsibilities will develop alongside your personal development in the role.</p> |
| Vacancy Availability | ASAP |