**Marketing & PR Junior Account Executive at Ilex Content Strategies**

**Job description**

Energetic self-starter wanted to join a fast-growing international B2B tech and telecoms communications agency. With clients in Asia, Middle East, Europe, and North America the right candidate will benefit from working across a variety of accounts with real experience from day one.

As part of a young but growing business the applicant will be required to have good writing skills with an interest in writing for business.

An ability to work independently and have a go but ask questions when needed is vital.

As well as drafting media pitches and press releases, you will also be required to create social media calendars, blog posts, and other written material for business audiences.

Being comfortable using social media platforms, in particular LinkedIn, is crucial as we manage the social media channels for a number of B2B clients.

You will distribute press releases and contact journalists to get stories placed, building a rapport with both the B2B and national press.

As the pace of life in the office is fast, no two days are ever the same and an ability to work independently and a willingness to be proactive and get involved are essential.

Getting the candidate with the right attitude is key for us. All training will be provided.

This is a unique role that will give you hands on experience working with international businesses from day one.

**There will be opportunities for occasional travel to London and abroad to meet clients and attend industry events. Recent trips include Dubai and the United States.**

Having a willingness to learn and a passion for delivering excellent work are essential.

An interest in technology and telecoms, or a willingness to learn about these industries is required, as is an interest in the B2B sector.

The office is currently working remotely but meets in-person in Chichester bi-monthly for socials and training.

**About the company**

Ilex Content Strategies is a small but rapidly growing content and communications agency based in Chichester, West Sussex. We serve technology and telecoms companies around the world with clients in Asia, Middle East, Africa, Europe, and North and South America.

We combine Editorial Content, PR, social media, and Advertising to achieve our clients’ business objectives. Offline or online, we put content first to make marketing and communications efficient and effective.

Office hours are 9am – 5.30pm with an hour for lunch.

On Fridays we stop at 4.30pm for weekly team catch-up via Teams

All applicants should send a CV and cover letter to [Lucia@ilexcontent.com](mailto:Lucia@ilexcontent.com)

The team meets bi-monthly in Chichester for socials and training.

**Responsibilities**

* Maintaining press lists, distributing, tracking press releases
* Drafting press releases and media pitches
* Supporting social media campaigns - primarily on LinkedIn
* Eventually drafting long-form copy including blogs, bylined articles, awards entries, and whitepapers.

**Qualifications**

* Minimum C grade/level 6 English GCSE
* Minimum C grade/6 Maths GCSE

Salary is £22,000 plus weekly electricity allowance.