

Job Description: Trainee Account Executive

Trainee Account Executives at Orchard PR generate ideas, contribute to campaigns, manage suppliers and events and assist with the smooth running of Orchard's internal media monitoring and forward planning processes. As their skills develop, they become the first point of call for client and journalist queries. A key part of our busy team, this challenging role is a great entry point for those wanting a career in public relations or communications.

Duties include:

- drafting news releases and articles
- co-ordinating photoshoots
- researching forward features in local and international publications
- client research and information gathering
- media monitoring
- social media posting and monitoring
- generating creative ideas
- event management
- client liaison
- office administration

Key skills required:

- writing ability
- creativity
- good communication skills
- attention to detail
- use of office IT systems and software
- time management
- project management

The candidate:

The ideal candidate will be well educated, with a degree level qualification or experience that has developed equivalent skills and knowledge. The candidate will be motivated and a self-starter, keen to learn and develop knowledge, including by completing professional qualifications. They will be a team-player and get things done.

The offer:

As a small owner managed highly skilled team Orchard is able to shape an offer to best suit the individual. Orchard provides a varied and interesting working environment where commitment is rewarded with flexibility. Relevant professional training and qualifications are encouraged and supported both financially and with study leave.

How to apply:

Send a CV and covering letter to Steve Falla at steve@orchardpr.com or by post to The Orchard, Camp Du Roi, St Sampson's, Guernsey, GY2 4XG.