



JOB DESCRIPTION

Position: Account Executive
Date: September 2017

Ridgemount PR

We're small but we're good! Established for over 20 years, Ridgemount has a loyal and stable client base consisting mainly of manufacturers within the building industry. We could happily stay that way, but we have an ambitious five year growth plan and are looking for people with enthusiasm, commitment and a sense of humour to help us achieve it.

We are a team that works collaboratively. We don't really do hierarchies, but we are recruiting for people who, working under direction, will make an effective contribution to our PR programmes. This involves the following responsibilities:

1. Writing copy for press, social media and in-house publications
2. Maintaining accurate activity logs and evaluation reports
3. Commissioning photography and organising meetings and events
4. Attending client meetings and providing reports, minutes and summaries
5. Contributing creatively to social media programmes
6. Forming excellent working relationships with key media contacts
7. Participating in networking opportunities to promote clients and agency

To support our clients effectively, everyone needs to gain an understanding of the building industry – this can involve muddy feet! We pride ourselves on the ability to write effective copy for different audiences so we need to be able to get technical when required and to get under the skin of everyone within the supply chain – from architects to plumbers, from legislators to electricians.

In addition to providing the best possible service to our clients, everyone is asked to contribute to our company planning and strategy discussions and to help shape Ridgemount's future.

We like to have happy people working for the company, so we offer the following range of benefits:

- Attractive modern offices in Mortlake
- An art allowance for new joiners to customise their work space
- 20 days annual holiday, plus Christmas to New Year shut-down
- Birthday day off
- Private health insurance
- Cycle to work scheme
- Childcare vouchers
- Annual profit-related bonus
- Company iphone and laptop
- Training budget of £1,000 per year

In return we need our new team members to demonstrate the following attributes:

- Sublime writing skills
- Curiosity
- Accurate and efficient task management
- The ability to multi-task calmly
- An enthusiasm for social media and digital communication channels

Our people need to be self-motivated and able to work on their own initiative. As a group we take our work very seriously but we also like to have a laugh. We don't expect our new joiners to know about building but we do need them to get why construction is a great industry and be keen to learn more.