

ACCOUNT EXECUTIVE / SENIOR ACCOUNT EXECUTIVE VACANCY

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Innesco is a strategic communications consultancy specialising in the property sector. From our offices in London, our dynamic and experienced team builds the reputations of clients, funds and projects in the UK, Europe and further afield. We have already gained the trust of international corporations and companies such as Westfield, Hammerson, Henderson Global Investors, Pradera and The Onslow Group.

Our fresh approach, strategic thinking and industry contacts present new ways to maximise opportunities and returns on a property investment – be it in retail, residential, offices or industrial.

As a result of rapid growth since our launch in June 2009 we are looking for recruit an Account Executive / Senior Account Executive.

Job Specification

The successful applicant will play a supporting role in the team, working across a number of different clients, predominantly although not necessarily exclusively in retail property communications.

Core Tasks

- ◆ Providing in-depth research for communication plans and proposals
- ◆ Supporting the team to deliver communications objectives to plan
- ◆ Dealing with day-to-day client issues such as taking calls, attending team meetings, replying to emails
- ◆ Media monitoring
- ◆ Drafting materials - briefing documents, key message documents, proposals, press notices
- ◆ Attending meetings with clients
- ◆ Attending pitches

Core Skills

- ◆ Excellent drafting, writing and grammar skills
- ◆ Excellent research and analysis skills
- ◆ Excellent organisational abilities – self-starter, ability to balance a number competing priorities, with an appreciation of when to seek advice and guidance
- ◆ Able to understand, condense and communicate complex issues
- ◆ Commercial awareness
- ◆ Strong inter-personal skills
- ◆ Strong general knowledge

Experience & Person Specification

The successful candidate will likely have experience either from within an agency or in-house communications role, and be looking towards this as their second or third job in their career. Candidates could be from either the private or public sectors, and relish the varied responsibilities of working within a small fast-growing agency.

Alternatively the candidate could have worked in a complementary role within the property industry, and demonstrate that they can contribute strongly to this dynamic agency team.



An understanding and appreciation of the available tools within the communications mix is essential. A background in property and/or corporate communications is preferable although not essential. A working knowledge of a foreign language is desirable, in particular French, Spanish, Portuguese, Italian, Russian or Arabic.

We are a small, multilingual and fast growing team. The successful applicant will be confident, enthusiastic and keen to put their education and experience into practice. This is an excellent opportunity to join a small but growing communications consultancy and be part of our success.

The position is available immediately, with a competitive salary by negotiation, dependent on experience.

There is a two-stage interview process. Applicants should send their CVs with a covering letter by email to MD Dan Innes – dan.innes@innesco.co.uk.