

Account Executive

Prague

Cook Communications, a long-established full-service Public Relations agency with offices across Central Europe, is seeking an energetic and talented Account Executive for its busy Prague office.

We are looking for a self-starter and a team player with initiative, enthusiasm and drive. The successful candidate would ideally have one or two years of PR experience and an understanding of the policy- and decision-making processes of the Czech Republic. A good working knowledge of the Czech print, broadcast and online media is essential. An interest in defence and security would be useful. Our new colleague must be computer literate, organised, disciplined and able to deliver to deadline – with excellent written and spoken Czech and English.

We are a small, dynamic and productive team that works together to support clients from a wide range of sectors, currently including publishing, private equity, defence & aerospace, technology, and travel. If you are interested in these fields or willing to learn and explore what they offer, this position might be what you are looking for.

Scope of work

- Daily and weekly monitoring of the Czech and Slovak media, providing readily understandable English-language summaries of news stories of interest to our clients
- Development and maintenance of media lists
- Develop and maintain strong relationships with the relevant Czech and Slovak press, broadcast and online media at local and national level
- Translate Czech and/or Slovak material into English
- Translate client materials from English into Czech
- Distribute client press releases and announcements to the relevant media
- Assist with occasional event organisation and management
- Contribute to Public Relations proposals
- Contribute to Public Relations strategy planning
- Engage and interact with relevant suppliers

Required skills & experience:

- Excellent written and spoken English and Czech
- Highly organised, a self-starter, good at multi-tasking
- Ability to work within a small and talented team
- Attention to detail and dedication to quality
- Solution-oriented approach to challenges
- Confident when dealing with international clients
- Excellent interpersonal and communication skills
- Ability to explain and persuade
- Professional demeanour and style
- Proficiency in MS Word, Excel and PowerPoint
- Additional foreign languages would be useful

We offer

- A full-time position in Prague with one of Central Europe's largest independent public relations agencies
- The opportunity to develop your career, expand your knowledge and experience, and to work with a select range of clients in corporate, consumer and financial PR.
- Competitive remuneration
- Skills training

To apply for this opportunity please send your CV and a covering letter explaining why you think you are suitable for the position. Your letter and CV should be in both English and Czech, and sent to cv@cook-comm.com

Founded in 2003, **Cook Communications** is a full-service financial, corporate and consumer communications agency which delivers Public Relations advisory and services to international clients across Central Europe. We have worked with clients from a wide range of sectors, including aerospace, capital markets, consumer, defence, energy, fashion, financial services, gaming, IT, leisure & hospitality, lifestyle, M&A, private equity, real estate, retail, technology and telecommunications. www.cook-comm.com