

# Account Manager (with Business Development)

Poland

**Cook Communications**, a long-established full-service Public Relations agency with offices across Central Europe, is seeking an Account Manager (with Business Development) for its Poland office.

We are looking to fill a position for maternity cover for a minimum period of one year with the possibility of extension into a permanent position.

You will play a key role in managing and servicing clients as well as assisting with the development of our Polish business. You are smart, results-oriented and a team player who, as an ambitious professional with a solid grounding in Public Relations, is ready to take on more responsibility, develop your managerial skills and prove yourself in the commercial world of selling high quality PR services.

## Scope of work

The position carries two key responsibilities:

1. Development and day-to-day execution of all aspects of PR programmes for clients. This will include:

- liaison with clients on development, scheduling and delivery of programmes.
- supervision of programme execution
- development and maintenance of relationships with Polish press, broadcast and online media at local and national level
- engagement and interaction with relevant suppliers
- management and development of junior staff
- preparation and editing of press releases, advertising & marketing materials, multimedia presentations
- media monitoring and analysis
- translation PL-EN and EN-PL, summaries and detailed documents
- preparation of reports and reviews

## 2. Identification and pursuit of new business opportunities:

- support country manager in identifying and securing new business leads
- active participation in preparation and pitching to potential clients

### Required skills & experience:

- minimum three years of PR experience
- excellent written and spoken Polish (native) and English (min C1)
- good grasp of Polish political and economic scene (familiarity with defence matters desirable)
- highly organised, self-starter, good at multi-tasking, robust under pressure
- attention to detail and dedication to delivering a quality service to clients
- confident dealing with both international and Polish clients
- excellent interpersonal and communication skills with professional manner
- proficiency in MS Word, Excel and PowerPoint

### We are offering

- a full-time position with the only independent public relations agency with a truly Central European footprint
- the opportunity to develop your career, expand your knowledge and experience and work on a wide range of clients in corporate and financial PR.
- competitive and incentivised remuneration

**Please submit your CV and covering letter in English to [cv@cook-comm.com](mailto:cv@cook-comm.com) and include the following statement: "Wyrażam zgodę na przetwarzanie danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji prowadzonego przez Cook Communications Sp. z o.o. z siedzibą w Warszawie zgodnie z ustawą z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (t.j. Dz. U. z 2016 r., poz. 922). Jednocześnie wyrażam zgodę na przetwarzanie przez ogłoszeniodawcę moich danych osobowych na potrzeby przyszłych rekrutacji".**

**Cook Communications** was established in 2003 and has since developed into a full-service financial, corporate and consumer communications agency with offices in five countries and operations in eight countries. We deliver Public Relations programmes and strategic communications support to clients from a wide range of sectors, including aerospace, capital markets, consumer, defence, energy, financial services, gaming, IT, leisure & hospitality, M&A, mining, private equity, real estate, retail and telecommunications. [www.cook-comm.com](http://www.cook-comm.com)