



### **Junior Account Executive**

You will play a key role in our Polish office and must be smart, results-oriented, and a team player. We will consider applications from candidates with 1-2 years of PR experience as well as 4<sup>th</sup> or 5<sup>th</sup> year students interested in starting a career in public relations.

#### **Scope of Work:**

- Media monitoring & analysis
- Polish-English-Polish translation work
- Preparation and editing of press releases, advertising & marketing materials, multimedia presentations
- Contact with local, national and international media, incl. trade press and on-line media
- Engage and interact with relevant suppliers
- Day-to-day support on delivery of public relations programmes

#### **Desired skills:**

- Native Polish. Fluent English, written and spoken
- Excellent writing skills for press releases, summaries, pitches and client communications
- An interest in politics and current affairs
- A high level of initiative and dynamism. Highly organised, a self-starter. Good at multi-tasking and working in a team, a positive and proactive attitude, attention to detail and dedication to quality
- Desire to learn
- Ability to work in a team environment and work on multiple projects simultaneously
- Anticipates well and manages time effectively
- Proficiency in MS Word, Excel and PowerPoint
- Additional foreign languages welcomed

#### **We offer:**

- *Umowa o pracę*. A full-time position with competitive salary in line with experience
- The opportunity to develop your career, expand your knowledge and experience and work on a wide range of clients in corporate, consumer and financial PR with Central Europe's largest independent public relations agency.

Cook Communications is a full-service corporate and financial communications agency, founded in 2003, which delivers Public Relations programmes and strategic communications support to international clients across Central Europe. We service 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.

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".