

SENIOR ACCOUNT EXECUTIVE

Kendrick PR is an award-winning aesthetics, beauty & wellness agency, founded by Julia Kendrick in 2015. We are an experienced and passionate team who have delivered outstanding results for some of the industry's most innovative beauty brands such as Medik8, Skinbetter Science, Altrient, SK:N Clinics and Oxygenetix. We're looking for a Senior Account Exec with at least 2 years' experience to join our growing team and support a wealth of new business wins. The successful candidate will be involved in planning exciting press events, celebrity and influencer brand partnerships, creative brand launches, cult skincare brands, top-end Harley St clinics and placing top-notch press coverage.

This role will suit an ambitious PR looking to progress their career within a dynamic, fast-paced and fun agency. You will support on selected client projects and provide support to account teams with a key responsibility of driving coverage and press pitching, media material development and coordination of engaging press events. There is lots of scope to develop in this role.

- A desire to become part of an award winning, leading industry agency, bringing your enthusiasm, passion and unique style to our office!
- A minimum of 2 years' PR experience working in Beauty, Health and Wellbeing brand/s (advanced or scientific skincare brands highly desired)
- Strong, proactive organisational skills – ability to multi-task and work within a fast-paced environment, managing tasks effectively
- Superb written and verbal communications skills, highly creative with good copywriting and meticulous attention to detail
- Confidence to sell in to press and secure coverage
- A genuine passion for beauty, health and wellbeing, keeping up to date with current trends
- Good time management skills and ability to prioritise a busy workload
- Proficient in Outlook, Excel, PowerPoint and Word – experience of Canva if possible

KEY RESPONSIBILITIES:

- Support across several client accounts and building and maintaining strong relationships with all clients.
- Responsible for supporting successful execution of the PR plans – including traditional press and social media, with the input of the AM and support of the AD
- Regular news creation and feature ideas pitched to the relevant journalists.
- Content writing (advertorials / newsletters / eshots) as required by clients
- Planning and successful execution of client events, supported by the team.
- Press Meetings with Beauty Assistants, makeup artists and influencers, but any face time with any beauty journalist is encouraged, as well as building your contact book of media Contacts & Influencers, as well as Networking at social events
- Development of client reports

Offices hours: 9am – 5.30pm with an hour for lunch – flexible hours available on request. Hybrid work location - x2 days per week in London at 91 Wimpole St - with the option to either work from home, or from 91 Wimpole St for the rest of the week.

Salary: competitive, depending on experience and ability to meet all the requirements

Holiday: 22 + UK bank holidays

Please forward your covering letter and CV to julia@kendrickpr.uk