



ON-CALL ACCOUNT DIRECTOR

A position is available within a small, thriving consultancy for a dedicated, talented on-call Account Director who has worked in a recognised agency.

Day-to-day responsibilities will include: providing communications counsel to C-level executives; driving strategic communication planning processes, campaign creation and management as well as reporting; mentoring and motivating staff with the goal of retention and development; overseeing resource allocation, including staffing/hiring new talent; managing the overall quality of work, particularly media relations and writing; drafting new business proposals, budgets, staffing plans and timelines; developing and editing a variety of media and editorial materials; leading client and new business meetings; actively generating new ideas and opportunities to support client objectives; managing and tracking budgets to ensure programmes are delivered on budget and within client's expectations; overseeing client billing; modelling and holding team accountable to demonstrating agency values; managing and growing accounts for profitability; contributing to agency strategic planning initiatives.

Qualifications required: bachelor's degree; 10 years PR experience including time spent at a recognised agency; success in nurturing, growing and sustaining client relationships; proven experience in leading and managing teams; proactive mindset and approach; experience managing programmes for tourism, travel and hospitality brands; resourceful and able to pivot as news breaks and account priorities change; deadline-oriented and able to successfully drive multi-faceted PR programmes; curious, thoughtful, intelligent and eager to grow in a fast-paced dynamic agency setting; strategic thinker; experience in planning, problem solving and solution development; excellent writing skills, superb attention to detail and quality delivery; thorough understanding of agency processes and procedures; proficiency with Microsoft Windows and Microsoft Office suite.

Interested candidates should forward their resumé by September 8 to liz@troncoffi.bm. Visit www.troncoffi.bm for company background.