



PUBLIC RELATIONS CONSULTANT FULL-TIME AND SHORT-TERM COVER

Two positions are available within a small, thriving consultancy for a public relations consultant with a minimum of four years' PR experience in a corporate environment: full-time and short-term. Day-to-day responsibilities will include delivering excellent client-focused service; providing communications and social media counsel to clients; researching, writing and editing a variety of media and editorial materials; establishing, maintaining and strengthening relationships with media and influencers; developing innovative media content to sell in; developing and leveraging online and social networking sites; co-ordinating media interviews and feature profiles; developing and implementing strategic communications plans and launch strategies; managing product and service launches and media relations activities; managing a variety of events including logistics planning; media, issues and social media monitoring; managing potential crisis as required; and managing client budgets. Bachelor's degree and strong client service skills required.

ACCOUNT DIRECTOR

A position is available within a small, thriving consultancy for a dedicated, talented Account Director who has worked in a corporate environment. 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; 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. Bachelor's degree; 10 years PR experience; and strong client service skills required.

Evening and weekend time will be required as client workload demands.

Interested candidates should forward their resumé detailing their experience and role for which they are applying by **July 4, 2017** to liz@troncossi.bm. Candidates who are Bermudian are preferred.

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