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JOB DESCRIPTION
ACCOUNT SUPERVISOR OR VICE PRESIDENT, ORLANDO

Poston Communications LLC is a national media relations agency serving clients in highly regulated industries, including top law and accounting firms, and other professional services organizations.

We are currently accepting applications for an Account Supervisor or Vice President in our Orlando office.

This is a leadership role on our team and serves as a "face of our firm" to our valued clients.

This team leader is responsible for account management, including day-to-day activity, oversight of account teams, and budget management of multiple, high-profile clients.

In addition to understanding our clients' work and business development goals, he or she possesses presentation skills and can lead regular client meetings and presentations with confidence and proactivity.

This person leads our team when it comes to the development of creative PR pitch ideas and exceptional client service. He or she will also effectively manage multiple accounts, client demands and be motivated by our fast-paced work environment.

Perhaps most importantly, the right candidate subscribes to our team philosophy of "we, us, our" when it comes to developing our culture of collaboration, leadership and success. He or she embodies our firm [mission and values](#).

Requirements

- Minimum of six to eight years of experience in a PR agency or in-house at a professional services firm.
- Solid relationships with reporters at national print media outlets.
- Experience managing multiple, high-profile accounts with daily pitching requirements.
- Graduate and/or bachelor's degree in related field.

Poston Communications, founded in 2004, values authentic, creative, hard-working and fun individuals who will contribute to our growing team. We offer a casual work environment, competitive salaries, health care and other benefits.

Please apply with a cover letter and resume to careers@postoncommunications.com.



