

ACCOUNT SPECIALIST

The Account Specialist plays an important role in supporting Sunwest's account management teams by assisting with the execution of public relations campaigns, as well as managing client needs as directed by the account lead or direct supervisor.

Responsibilities Include:

- Day-to-day client service and administrative support of communications and public relations initiatives to ensure the effective execution of client strategy and objectives
- Develop, manage and maintain open communications with media and influencers
- Manage media and influencer inquiries, secure interviews and provide prep materials for clients
- Prepare account service-related documents such as meeting agendas and meeting reports
- Participate in and document discussions during client meetings and conference calls
- Create initial drafts of content as directed by supervisor or account lead
- Execute, manage and maintain media lists
- Track and generate media and influencer reports, clip reports
- Other duties as assigned

Required Skills

- Excellent and evident communication skills, written and verbal
- Shows strong ability for project management
- Extremely organized in all work-related activities
- Detail oriented
- Expert ability to move from task to task
- Actively demonstrates dedication to work
- High competency level on computer and software skills compatible with job responsibilities
- Professional demeanor within and outside office while conducting agency business
- 2+ years of relevant work experience, agency or corporate

Expectations

- Know Sunwest's clients and their industries
- Develop and maintain a working-level understanding of assigned clients' industries, company culture, products/services and strategic communications plan
- Communicate with clients in a professional, efficient manner
- Continually seek ways to add value to the client-agency relationship
- Demonstrate problem-solving abilities to address client issues
- Promote a culture of excellence, creativity, integrity and kindness
- Understand and demonstrate awareness of current events and world news

Sunwest Benefits

- Competitive health insurance benefits
- Hybrid work environment with four monthly flex days and twice-monthly Flex Fridays
- Pre-tax Health Savings Account Savings Plan (HSA-SP)
- 401K with an employer match
- Immediate paid time off (PTO), including vacation days, personal days, 10 company holidays and two floating holidays
- Eligibility for new business incentive program and year-end company performance bonus