

## Account Executive Job Description

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**Job title:** Account Executive (Events Team)

**Employer:** Petrus Communications ([www.petruscommunications.com](http://www.petruscommunications.com))

**Location:** Bucharest, RO

**Time required:** Full time, to start asap

### Company presentation:

Petrus Communications is an award-winning international employer marketing and research consultancy. We help leading companies worldwide understand and engage with the global education community to attract and develop the talent they need. We work with universities, NGOs and student associations on projects such as graduate and internship recruitment, developing university partnerships, employer brand communications, strategic market analysis and internal engagement.

With a team in Paris, Bucharest and Newcastle and client activity across the world, we offer a dynamic and international working environment with challenging, interesting and meaningful projects. We are looking for a talented junior to support our client facing team in delivering outstanding quality.

### Responsibilities:

- Support the Account Manager and the Senior Account Executive to devise and implement innovative and impactful projects that bring together leading companies and the global education community
- Organisation, logistics and on-site support for global events including venue research and liaison, flight / transfer bookings, practical document creation and delegate management
- Support our partnership liaison and development, working with some of the world's leading universities and organisations such as the GEDC, IFEEES and UNESCO
- Managing the production of marketing materials, including leaflets, posters, flyers, newsletters, e-newsletters
- Briefing internal departments on project deliveries making sure there is a clear brief
- Manage day-today administration across projects to ensure successful client servicing

### Candidate profile:

**(in bold = essential)**

- Marketing, communication and presentation skills
- Rigorous attention to detail
- Excellent planning and organisational skills
- Enthusiastic about working in an international team and on international projects
- Quick to learn and to adapt to a new working environment
- Resourceful, innovative and creative
- Confident with good interpersonal and networking skills
- **Excellent written and spoken English** (French/German or another language would be an advantage but is not mandatory)
- **Able to prioritise and happy to work under pressure**
- **A good feel for technology (e.g. .xls, .ppt, online search engines, online and social media tools)**

### Useful experience could include:

- Experience within a communications agency or within a company marketing or HR department
- Experience within a university career or international office, or with student associations

## How to apply

- Send your CV in English (PDF or DOC format) in an email with the subject “Account Executive (Events Team)” to Tereza Moroeanu ([tereza@petruscommunications.com](mailto:tereza@petruscommunications.com)), stating from when you are available
- Deadline to apply: The roles available will be filled as soon as possible - please don't delay in submitting your application