

## Job Spec

### PR and Communications Account Assistant

#### Position Overview

We're looking for the best of today's talent. If you're intellectually curious, a team player, and eager to find a "career home", Vested might be the place for you. We're searching for the right graduate who wants to be a key part of our business, which is growing rapidly in the UK.

From day one you will be central to our success supporting both the team and our clients through your proactivity and 'can do' attitude. You will get hands-on experience working across paid, owned, earned, and social media channels. We take our work and ourselves seriously, but always enjoy having a good time and creating a fun and lively environment.

#### General Job Duties

Our Account Assistant will work directly with the UK's senior leaders supporting various daily functions including: account support, traditional public relations, social media, digital, marketing and content programmes activity for clients, research, event support and more.

You will also benefit from being in our environment of constant learning with outside speakers, lunch & learns and attendance at industry events all being a core part of your role.

#### Our Ideal Candidate

This position is ideal for someone entrepreneurial at heart and looking for real, hands-on experience in helping to build and establish a growing agency. Other key characteristics include:

- Intellectually curious individuals with a demonstrable interest in finance and communications
- Entrepreneurs and go-getters
- Compelling individuals who see themselves doing something important and aren't scared by hard work
- Self-starters, team players, organised, professional and committed
- Excellent writers and communicators
- Resourceful and able to multi-task
- Able to meet deadlines and work well under pressure
- Has undertaken work experienced in a relevant area e.g. communications agency or in-house, marketing, journalism
- Eligible to work in the UK

As a graduate with Vested you will receive:

- Ongoing training on topics such as presentation techniques, social styles, time management, developing communication strategies, client account management

- Grounding in the basics of PR, Marketing, Social Media Communications and Advertising
- Active client and new business development work
- Experience managing at least one Vested event
- Competitive salary

Upon successful completion of your probation period of three months you will receive a benefits package that includes:

- Use of the agency's Uber and Starbucks accounts
- Unlimited holiday
- Private health cover
- Discounted gym membership
- AE compliance on pension contributions
- The ability to make the most of the perks within our office space which include barista coffee, beer and wine on tap, networking events and exercise classes.

### **About Us**

Vested helps companies in financial services raise their profile, improve their reputation and drive sales. We achieve this through integrated communications, which is a fancy way of saying we will apply a mix of marketing, PR, social and paid media techniques - alone or in combination - to achieve their desired outcome.

Established three years ago, Vested is headquartered in New York and the London office is fast growing, building our presence in the UK.