

Job Description: Account Executive

NO AGENCIES PLEASE

Cambridge or Manchester office

As account executive you will be providing support across Zyme clients. You will be part of the Zyme Communications team, headed by Lorna Cuddon, Managing Director. You will support the senior team, working on existing clients by undertaking tasks assigned to you, as well as new business.

Work is very much driven by client assignments and is thus varied but unpredictable. With regards to client work, this might include:

- Researching client coverage, and compiling cuttings reports
- Drafting and editing activity reports
- Research
- Preparing and distributing press releases
- Attending client meetings, taking notes and drafting actions lists
- Keeping an accurate record of work, using the Company's Timesheets system
- Maintaining Zyme databases of media and industry contacts, using and updating the CRM systems
- Copy editing / proof reading
- Media liaison
- Conference support
- General admin tasks

You will be responsible for completing a time sheet, which must be up to date at all times, particularly for reports at the end of each month.

In addition, you will be expected to assist Zyme Communications in identifying and winning new business from both new and existing clients. This might include:

- Research
- Helping with proposals

About Zyme Communications Ltd

Zyme Communications Ltd (Zyme) provides PR and marketing services for the life science sector, supporting companies to raise their profile, build corporate value, and generate interest from commercial leads, investors and partners. Based in Cambridge and Manchester, UK, and with partners in Europe and the US, Zyme is focused on providing real value from objective-led communications. Zyme has an experienced senior team, who are specialists in life science PR and marketing and are ideally positioned to support clients to reach their target audiences, from bench scientist to decision-maker, and small biotech to international pharma.

For more information please visit www.zymecommunications.com