



Account Executive

- Permanent, CBD-based role
- Circa \$45,000

About Madden & Assoc.

Madden & Assoc. (M&A) is a Sydney CBD-based boutique communications agency. Leading organisations in Australia's financial, banking and wealth management sectors trust M&A to build, protect and enhance their reputation capital. M&A prides itself on being Australia's leading communications agency built upon clear strategy, effective outsourced execution services and measurable commercial results.

Read more about us at madden.com.au

About the Role

We have an opening for an Account Executive to support on client work across some of the sector's leading brands. This is an entry-level role that would suit a recent communications graduate with an interest in learning more about financial services.

Our work is largely in communications strategy and planning, with services including media training, crisis communications, investor relations and reputation management.

Responsibilities of the role include:

- Scheduling, attending and reporting on client work in progress meetings
- Creating activity reports tailored to the services required of each client
- Monitoring all relevant digital media for client coverage
- Representing clients on behalf of M&A to media and other stakeholders
- Drafting PR collateral under the supervision of senior account staff
- Event management, including liaising with clients, venues and guests to ensure successful client media events
- Management of social media and web content for M&A and select clients as required

The right applicant would need to be a fast learner with good time management skills and a keen interest in building their career in communications and PR.

This is a unique career opportunity giving you the chance to be mentored by finance communication specialists and gain valuable exposure to senior leaders in the sector.



About You

Ideally, applicants for this role will possess the following skills:

- A degree in Communications
- An interest in finance
- A high degree of integrity and a professional attitude
- An interest in working in agency (previous experience, eg internships, will be viewed favourably)
- Ability to efficiently juggle multiple tasks to short deadlines
- Good attention to detail

If this role is what you are looking for, please send your resume and a covering letter outlining your suitability for the position to info@madden.com.au