

Please email your resume and cover letter to: careers@bmlpr.com

PLEASE NOTE: This Position is HYBRID - Our team works three days in the office (Monday/Tuesday/Thursday, office is located in Florham Park NJ) and two days at home (Wednesday/Friday)

Account Supervisor Overview:

A BML Public Relations Account Supervisor is responsible for supporting multiple accounts as well as keeping the President & CEO and VPs accurately informed of account status. ASs must manage junior staff to ensure that activities are executed on deadline, on budget and efficiently. An Account Supervisor will also help in the development of new business plans as well as strategy and program development for existing clients. As a member of the senior management team, Account Supervisors are active participants in all aspects of agency life including instilling professionalism and our core values and processes in junior staff members, attending and hosting agency/team meetings, brainstorming/concept ideation and having an up-to-date knowledge of industry and cultural trends.

General:

- Manage multiple accounts
- Manage and keep team members accountable
- Develop and manage budgets
- Management of time tracking
- Leadership
- Ability to provide clear direction for junior staff on strategy, pitching (all aspects of the business)
- Ability to identify and problem solve account weaknesses and escalate to VP as needed

Program Development:

- Ability to develop creative ideas for clients
- Ability to develop PR programs/plans for clients
- Assist in new business program writing/brainstorming

Client Relations:

- Client counseling on a day-to-day basis
- Problem solving of client issues
- Strategic thinking on behalf of all clients
- Knowledge of "the business" and "the big picture"

Media:

- Teach media relations skills to junior staff
- Strong media contacts and proven track record of media success
- Proactive/reactive media outreach
- Spokesperson training/message development
- Oversight of Media reporting and results

Writing:

- Ability to write all aspects of client correspondence including memos, interview requests, updates, status reports, project recaps, strategy documents/plans, etc.
- Edit media alerts, press releases, backgrounders, product fact sheets written by junior staff
- Write PR plans (new and existing business) with limited changes/assist in writing of new business plans
- Work with junior staff on writing skills

Client Communications:

- Solid written/verbal correspondence with clients
- Effective problem solving of client issues
- Forward-thinking - what is down the pipeline that needs to be considered, acted upon and planned

GET TO KNOW US:

BML Public Relations specializes in a variety of PR services, including brand management, media relations, events and promotions, product launches, social media, cause marketing, crisis communications and more. Our hardworking, fun, scrappy and easy-to-work-with team of PR pros provides big-thinking strategy, unparalleled creativity and amazing results for all of our clients. Our diverse client base ranges from emerging companies to established brands, spanning from Coast to Coast.

No Sunday scaries here. Our team brings their A-game, kicks ass and lives a life outside of the office. We've created an environment WE want to come to on a daily basis. Our team enjoys a hybrid work schedule (three days in the office, two days at home) and half-day Fridays YEAR-ROUND, in addition to summer Fridays, generous PTO, sick days and holidays off (yes, that INCLUDES Super Bowl Monday).

Visit us at www.bmlpr.com for more information.