



## Position Description

### Public Relations Account Executive (AE)

**Vehr Communications, LLC**, is a public relations firm providing a broad range of strategic communications services to a growing and diverse group of public and private, for-profit and non-profit clients. Vehr Communications understands that meaningful outcomes can be achieved with clear objectives, solid strategies, disciplined creativity, flawless execution and hard work ... really hard work. We listen very well. We challenge our clients to see opportunities and partner with them to deliver the results that matter most. And, we have fun in the process.

**Public Relations Account Executive:** Vehr Communications, LLC, seeks candidates with three to five years of agency or corporate experience who can demonstrate the talent and experience to directly manage client relationships. Experience in B2B public relations account management is desired, but not required, as is demonstrated understanding of, and experience in, the use of social media. We seek individuals who are self-motivated, team-oriented, proactive, results-focused, flexible and able to have fun while working hard.

**Position Relationships:** Vehr Communications, LLC is a new and growing company. We were founded in early 2007. An Account Executive has the opportunity to work directly with clients and every employee of Vehr Communications as the organization grows to meet the needs of its growing base of clients.

#### **Position Duties and Responsibilities:**

- Demonstrate a passion to serve the client and to learn about its business.
- Provide flawless, clear and concise written communications support on behalf of clients.
- Provide insightful strategic advice to clients.
- Learn to think in advance of client needs.
- Lead colleagues in the development and implementation of strategic communications programs on behalf of clients.
- Be a student and practitioner of social media.
- Be open to and aware of new business opportunities and engage Vehr Communications leadership in securing them.
- Fully engage as a team member with colleagues and with clients.
- Think creatively and in a disciplined manner to position clients positively with their target audience(s).

- Accept assignments and responsibilities with enthusiasm and clear demonstration of a desire to learn and grow as a professional communicator.
- Be honest, always, with clients, colleagues and yourself.
- Have fun and find balance in your life.

**Specific Requirements Include:**

- Exceptional written communications skills
- Demonstrated creativity in the practice of public relations
- Significant past media relations and social media experience
- Willingness and ability to work well in teams
- Three to five years of agency or corporate communications experience
- Bachelor's degree (required), master's degree (preferred), in public relations, journalism, marketing, communications or related field of study

Vehr Communications is an Equal Opportunity Employer. We offer competitive compensation and benefits. All employees are required to sign an employment agreement that will be provided for review in advance of execution.

If interested, please forward a cover letter and resume to:

Sandy Daugherty  
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Cincinnati, OH 45202  
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