



ACCOUNT MANAGER/MARKETING COMMUNICATIONS
January 16, 2012

HKA, Inc Public Relations has an immediate opening for a fulltime Account Manager. If you are looking for a professional, collaborative environment in which to shine, consider joining our award-winning, well-established PR agency based in Tustin. Our ideal candidate is a well-rounded communications professional – able to implement integrated approaches to achieve business objectives. He/she will work effectively with diverse clients, develop results-oriented strategies, produce quality work across a broad spectrum of deliverables and efficiently manage a small account team. We strongly encourage you to apply if you:

- Have 5+ years of PR experience, including agency experience
- Have a degree in PR, journalism, marketing, advertising, communications or other related field
- Excel in written, verbal and digital communications
- Are media savvy with strong media relationships
- Can develop and implement social media strategies
- Are proficient at using PR tools, such as Cision, ProfNet, AP Style, etc.
- Possess marketing communications know-how, particularly in web development, advertising, graphic design, direct response, brochures, newsletters, etc.
- Understand and use visual communications platforms (e.g. Photoshop, Illustrator, InDesign, etc.)
- Understand and use web creation programs
- Maintain excellent organizational and project management skills
- Are adept at building vendor relationships, obtaining cost estimates and managing internal/external production
- Work equally well on a team and in a solo environment
- Consider yourself a generalist who can adapt, multi-task and learn quickly
- Are a critical thinker and a creative soul

HKA, Inc. PR offers a friendly, supportive work environment with competitive salary, matching 401K, and employer-paid health benefits. Please email your résumé with salary history and cover letter. Let us know why you are the best candidate for this position. Send to hrdept@hkamarcom.com. Please no telephone calls. Visit www.hkamarcom.com.