

Account Assistant - PR & Integrated Marketing

- Supportive manager, great team culture and award-winning work
- Great professional development and coaching
- The opportunity to run your own accounts (supervised) within 6 - 12 months
- Work with financial services clients to build their brands and profiles
- Flexibility & attractive remuneration*

Thanks to agency growth, BlueChip Communication is looking for an Account Assistant to join our award-winning team of consultants and to support key clients.

You'll work with supportive, smart colleagues who invest in you, help you succeed in your role and accelerate your career.

Keep reading if you:

- Have graduated, or almost finished your degree
- Have some relevant work experience and/or are in your first job
- Are motivated, smart, keen to learn and welcome feedback
- Have a track record of working well in a team
- Are a good multi-tasker and can juggle multiple priorities
- Want the chance to rapidly progress from an entry-level role to your next job

About BlueChip

We are a specialist financial services integrated marketing, PR and communication consultancy with leading brands as clients. We help financial services leaders to grow their businesses, their influence and their impact.

We believe in financial independence. Achieving this ourselves, & empowering others (via our clients) to do the same, makes the world a better place. We are also committed to building your financial knowledge, acumen and experience so you do well both professionally and personally.

Our values are Wins, Problem-Solving, Greater Good, Assume Good, Kind Truth and Brave.

You will benefit from:

- Structured career development, with a personalised development plan, hands-on coaching, and a dedicated training budget
- Team-focused remuneration
- Team offsites, to have input into our business strategy and your work environment
- Birthday days off, a Christmas shut-down period and flexible working locations
- Regular team social events and team celebrations
- Outstanding person of the month award, team lunches and drinks

Still reading? Then maybe you've found your "tribe".

The role

As an Account Assistant at BlueChip Communication, you'll work with leading local and global financial services brands.

Your goal? To have happy & satisfied colleagues so you're rewarded with more advanced work and the opportunity to progress to a consulting role.

You will:

- Monitor media daily and report news to colleagues and clients
- Research financial services clients, media outlets, target audiences and finance topics
- Attend meetings and take notes
- Keep track of account activity across clients, take responsibility for following up actions, scheduling meetings, monitoring incoming client and media requests and actioning them
- Create content for multiple channels, including media releases, op-eds and social posts
- Have the opportunity to support digital marketing and social media management

How to apply

Only applicants via our website will be considered for the role.

So, please get in touch by filling in [our online form](#).

We'll respond within 48 hours if we think you could be the right fit with our team.

**We believe in financial independence. Achieving it ourselves, & empowering others to do the same, makes the world a better place. We use strategy, marketing & communication to help financial services leaders grow their businesses. Our work creates powerful connection between these brands & their customers to foster growth & deliver Australians a better financial future.*