

**ACCOUNT SUPERVISOR
JOB POSTING
THE DAVID JAMES AGENCY LLC**

Job Description

The David James Agency LLC is a high-tech public relations and social media agency in Thousand Oaks, CA, specializing in start-up and emerging technology companies. Our mission is to be a trusted partner with our clients to help them advance their business goals through the use of communications. DJA provides strategic communications consulting to a wide variety of technology companies in wireless, semiconductor, telecommunications, networking, software, computing, power, and other technology industries.

DJA is seeking an **Account Supervisor** to add to its dynamic communications team. This person will work closely with the Managing Director and will oversee management of multiple clients.

Responsibilities

- Provide creative and strategic input in the development and implementation of communications plans for agency clients
- Manage client programs and client relations, and direct the work of others on the team
- Manage DJA's relationship with several clients simultaneously
- Oversee budget development, tracking and management
- Work with and manage other team members, including staff, independent contractors and interns
- Oversee media relations outreach and reporting for several clients simultaneously
- Foster ongoing relationships with media and analysts
- Write, edit and distribute client media materials, including press releases, byline articles, fact sheets, white papers, case histories, reports, etc.
- Research and pursue speaking opportunities, award nominations and product evaluations on behalf of agency clients
- Be responsible for personal productivity and account administration
- Contribute to creative brainstorming and problem-solving sessions

Requirements

Successful candidates will:

- Have a Bachelor's Degree in communications, public relations, journalism or related field
- Have 8+ years of business-to-business high-technology public relations/marketing

experience

- Demonstrate excellent writing and verbal communications skills
- Demonstrate an ability to learn complex concepts quickly and explain them in simple, concise terms
- Demonstrate an ability to work under tight editorial deadlines
- Be a team player, resourceful and able to take the lead on relevant projects
- Be a self-starter and creative thinker
- Exhibit a proficiency using computer and general business applications

We Offer

- Competitive salary
- Attractive healthcare benefits
- Paid vacations and holidays
- A fun, challenging and professional work environment, with hands-on opportunities and direct access to senior management

Resumes and other information from applicants will be considered active for a period of 90 days from the date of this posting. Only active resumes and applications will be considered for any future openings.

To apply for this position, please send a cover letter, resume and salary history to hr@davidjamesagency.com.