

- Liaise with clients to ensure the smooth running of their campaign.
- Be familiar with CMS and project management software including Asana.
- Work closely with writers and team members to ensure all materials adhere to the project brief and meet the company's high standards and style guidelines.
- Good people skills are essential, particularly for dealing with the sales team and clients.
- Collaborate with all departments, including sales, accounts, sub editors and production.
- Commit to high standards across a broad range of print and online products.
- Proficient on a Mac and with InDesign and MS Office.
- Work as part of a growing team, reporting to the Branded Content Manager and their deputy.

Benefits

- Hybrid working
- Medicash healthcare plan, including discounted gym membership and mental health support
- Enhanced parental leave
- Opportunity for a charity day with a chosen cause
- One week office closure over Christmas
- Regular social events
- Summer hiking trip
- Cycle to work scheme
- Regular training sessions

What next?

If you're interested in this position, please attach a copy of your CV and include a cover letter stating why you would be great for this role. Please note: Only candidates meeting the requirements for the role will be contacted.

About us

At **Media**, a fast-growing, medium-sized creative agency and publisher (with over 100 people) based in Kentish Town, London. Over the past 25+ years we've focused on travel and lifestyle content for our clients in Kentish Town, London.

Hours: Full-time (9-5.30). Note we offer a hybrid working environment as standard —