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# Example of Junior Executive Job Description

Our innovative and growing company is looking for a junior executive. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for junior executive

* Continuously improve through feedback, attending training sessions and events
* Correctly and consistently across all target media along with external sources
* Develop and sustain relationships with all relevant media from Fashion Assistants, Stylists and Senior Fashion Editors (both online and offline) bloggers on a regular basis
* Proactively follow sales and sell thru reports each week on all brands and identify areas with Retail and Merchandising to be pushed out across media channels
* Work closely with Marketing team to ensure that all PR messages are timely and
* Aligned with marketing activity
* Assist in co-ordinating press/influencer/customer events in the US
* Ensure that all vital information is communicated to the Global PR team based in London on a daily/weekly basis
* Draft & disseminate press releases to target media lists, follow up proactively for opportunities to secure interest and coverage
* Monitor all daily/weekly/monthly activity and coverage by brand and report

## Qualifications for junior executive

* Previous HR experience will be an asset
* Good working knowledge on MS Office applications
* Experience working in a multi-cultural environment and flexibility to work with different cultures
* Good organisational skills and high attention to detail
* Bachelor’s Degree in technical field (Math, Computer Science, Natural Sciences, or Engineering) or at least three years of relevant experience in Sales
* Enthusiastic team player with a drive to close the deal