

## **Job Description – Public Relations**

### Role:

- Working across multiple public and corporate relations engagements under the supervision of senior colleagues that will include, but not be limited to:
  - Research
  - Writing of press releases; media invitations and client reports
  - Event planning/organization
  - Logistical support on one or more account teams
- Preparation of reports and monitoring services
- Attend client meetings with senior colleagues
- Learning to undertake and participate in a wide range of media relations tasks that would include news conferences, follow up calls to journalists; scheduling client interviews etc.
- Building relationships with clients by demonstrating a clear understanding in their business and industries.

### Skills Required:

- Excellent writing skills applied to writing press releases and reports
- Good understanding of the basic principles of public relations
- Passion, enthusiasm and the ability to work in a diverse, multinational environment
- Excellent people skills to work with clients, colleagues and the media
- Knowledge of both traditional and social/digital media and how it functions
- And an upbeat positive approach to tasks and working with clients and colleagues