

**** NEW JOB**** A property company is seeking a PR and Marketing Assistant. Paying £20,000 and based in Richmond. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: PR and Marketing Assistant

Location: Richmond

Salary: £20,000

Job description:

1. Covering all Group business relating to marketing and PR.
2. Responsibility for regular press releases relating to properties and topical issues and other ad hoc releases from other group companies
3. All social media marketing including daily tweets and Facebook posts
4. Advising offices on leaflet/ letter drop campaigns and leaflet and canvassing quality control. Proofing canvassing material including letter and leaflets and e-marketing
5. Weekly website news content update
6. Developing contacts with journalists and all PR activities
7. Proofing copy and approving content for glossy magazines from offices and onward transmission to magazines

This description is a guide and is by no means exhaustive as additional tasks may be required. Property Industry related experience is desirable but not essential.

