

**** NEW JOB****- A prestigious property company are seeking a PR Co-ordinator. Based in Oxford Circus and paying £24,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PR Co-ordinator

Location: Oxford Circus

Salary: £24,000

KEY ACTIVITIES

- Providing full support to the Head of Department, and support to the wider team
- Assisting HoD in the managing and running of the national and Regional press office
- Logging press cuttings
- Maintain a high level of professionalism when dealing with clients and colleagues at all times
- Updating and maintaining Outlook contacts
- Regular use of Excel, updating and/or formatting schedules, spreadsheets, presentations, coverage reports, pitches and correspondence
- Internal and external event organisation (either alone or in collaboration with the team)
- Regular attendance at meetings, including minute taking.
- Set up and maintain efficient filing systems and archiving systems
- Liaise closely with other offices and build relationships
- Supporting PR campaigns across UK
- Assisting with the planning of associated social media, in particular around major research launches or industry events
- Coordinating digital PR opportunities
- Ensure press mailing lists are kept up to date and producing new lists where required
- Assist with rolling programme of press stories across all disciplines – particularly local press
- Assist with event management for PR related events, from venue research to guest list management and general administrative support
- Assist in the measurement of the impact of PR activities and help monitor feedback and evaluate results to produce monthly reports
- Monitor all key publications and relevant press coverage, taking responsibility for formatting and documenting press cuttings
- Ensure intranet and website are updated with relevant releases and announcements
- General admin including travel bookings, invoice processing, holiday calendars
- Adhoc admin support to team