

JOB DESCRIPTION

Job Title: PR & Social Media Paid Intern
Department: Interiors, Design & Lifestyle
Reports to: Account Manager

POSITION PURPOSE

Support the social media and PR departments across a portfolio of design, interiors and lifestyle clients. Must be looking for a career in Public Relations, Communications or other closely related field.

PR & admin duties

- Assisting with press mailings
- Management of sample loans / couriers
- Scanning coverage
- Compiling reports
- General admin duties, meeting table preparation, research
- Maintaining samples display
- Assisting with events and launches
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Key Social media duties:

- Assists with running of social media channels, including Instagram, Pinterest, Facebook, LinkedIn, Twitter, and other relevant platforms
- Engagement with account followers
- Monitoring comments
- Researching and tracking hashtag use
- Reporting and tracking follower numbers
- Spell checking post copy
- Checking direct messages

Skills & Qualities:

- Ability and understanding of key social channels
- Motivated and keen to learn and develop
- Excellent copy checking skills
- Good communication and organisational skills

Technical know-how and qualifications:

- Good knowledge of all social channels, Facebook, Instagram, Pinterest, Twitter.
- Competent in Word, Excel, PowerPoint and Outlook.
- *All candidates must be eligible to work in the UK.*
- Ability to thrive in a fast-paced, energetic and creative setting.
- A positive attitude and excitement for learning new skills.

Email CV and covering letter to jess@up-publicrelations.com