



PR & Marketing Executive

June 2019

Founded in 2011, Rawlins George is a unique boutique style agency offering an holistic approach to PR and marketing communications. Owners Hugo Rawlins and Lucinda George have a combined experience of over 35 years in the interiors sector and pride themselves on offering a personal and comprehensive service to their clients.

We're looking for a responsible team player with strong writing skills, meticulous attention to detail, highly organised and the ability to work to tight deadlines. This is a great opportunity for a strong communicator with an interest in high end interior design. It's a hands-on role located in a creative environment.

Job description

- Updating and maintaining the company's press database
- Dealing with all press requests for images and product loans
- Mailings of client information to press (email / print)
- Assisting with all aspects of organisation for client events
- Assisting with written communications – eg press releases and proof reading draft literature
- Drafting and managing email newsletters (MailChimp)
- Scanning all published editorial
- Updating and maintaining all client editorial progress reports and company systems
- Organising and maintaining clients' photography on Dropbox
- Managing and maintaining Rawlins George Facebook page, Instagram and Twitter feeds
- Managing and maintaining specific clients' social media platforms
- Accompany directors to appropriate client / press meetings
- Managing the office as and when the directors are absent

Profile

The ideal candidate will demonstrate the following skills or attributes:

- Experience of working in interiors PR, either agency or in-house
- Strong communications skills – written and verbal
- High attention to detail
- Interest and enthusiasm to be immersed in interiors world
- A hunger to learn and develop social media skills
- High proficiency with Microsoft Excel, Word, PowerPoint, Outlook etc
- Experience using email marketing software, eg MailChimp
- Proactive and self-motivated team player
- Lateral thinker who's confident to put ideas forward as part of the team

Working days & hours

- 5 days per week Monday to Friday, 9.00am to 5.30pm

Remuneration

- £20k-23k (depending on experience)
- 20 days paid holiday per annum