



JOB DESCRIPTION

Job Title:	PR Assistant
Department:	Design & Interiors
Reports to:	Design & Interiors Account Director

UP PR is growing and looking to recruit a highly organised, energetic, and ambitious team player. This is a vital role within the team, supporting all areas of client activity, coverage generation, general administration, and day-to-day support of the Account Director across a portfolio of Design and Interiors clients.

KEY AREAS OF RESPONSIBILITY

- Monitoring daily press coverage across print, digital and social media
- Overseeing of deliveries and send-outs
- Collating monthly client reports
- Database management
- Organising of press mailings and production of press kits
- Maintenance of client image library
- Working to develop direct press contacts and relationships
- Handling of press enquiries quickly and efficiently with fantastic attention to detail
- General administration
- Assisting on the production of press events and showroom launches

SKILLS & QUALITIES

- Motivated and keen to learn and develop
- A passion for design, interiors and luxury brands
- Excellent communication, copy checking and writing skills
- Consistently demonstrates initiative and is conscientious
- Highly organised
- Strong IT Skills, including Microsoft Office, Excel and PowerPoint
- Must be eligible to work in the UK.

HOURS

Hours are Monday –Friday 9:30am-6pm.

LOCATION

UP Public Relations, 306 China Works, 100 Black Prince Road, London SE1 7SJ
This role requires occasional travel to client showrooms and offices.

APPLICATION

Apply with CV, salary expectations and notice period to jess@up-publicrelations.com