

# Public Relations Assistant Job Description

Our company is growing rapidly and is looking for a public relations assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for public relations assistant

- Assists with sourcing and vendor outreach for event production
- Manage daily press clippings and monthly press placement reports, ensuring all are done to standards and in a timely manner
- Create and maintain Master Press and Special Events databases
- Maintain the PR / Events closet and magazine filing system
- Act as a person on site for all Special Events
- Handle store pulls
- Handle RSVPs for events to include fully maximizing and maintaining our database and upload all information prior to each event
- Facilitate all image requests with the media and credit information
- Assist the PR team with pitching of special projects and product placements
- Manage sample trafficking of BNY Private Label RTW collection

## Qualifications for public relations assistant

- Cover for receptionist and Executive Assistant's during lunch vacation time
- Exhibits a sense of curiosity about client work and seeks more information and knowledge in response
- A track record of published work in top tier outlets
- Academic journals high quality academic books published by renowned academic presses
- Strong attention to details and the ability to carry out and implement details to large scale projects
- Highly proficient in proofreading and editing documents

# Public Relations Assistant

**J Ma**



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