Downloaded from <https://www.velvetjobs.com/job-descriptions/pr-assistant>

# Example of PR Assistant Job Description

Our company is looking for a PR assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for PR assistant

* Manage sample trafficking for international and domestic requests
* Manage editorial clippings
* Working with guidance of the General Manager, ensure profitability and efficient operation of the Service Department
* Develop and motivate a team of District Managers
* Computers / Telephone Support for team members
* Meetings coordination & support
* Coordinator of all meetings and trainings for the project team
* Preparation of Daily TSA’s
* Issue letters, reports, project notes and other documentation on GSA’s ePM System
* Download, printing and upkeep of Master Contract Documents

## Qualifications for PR assistant

* Professional phone manner and interpersonal communication skills
* 3+ years of related PR and/or marketing experience
* University degree from a related field
* Focused and fast paced have the ability to meet tight deadlines
* A minimum of 2 years’ public relations experience in the gaming, internet, technology, or consumer electronics industries
* Proficiency with Photoshop, Excel, and PowerPoint preferred