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# Example of PR Assistant Job Description

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

## Responsibilities for PR assistant

* Safety Log
* Quality Inspections Log
* Letters Log and Others
* In charge of all office mobilization activities including procurement of office equipment and material supplies
* Handling and monitoring press sample requests
* Managing PR contacts
* Assisting the team with general tasks and admin support
* Assisting our social media and digital marketing strategies
* Creating reports / data analysis as and when required
* Assisting with customer and press events

## Qualifications for PR assistant

* Ability to work on multiple projects brands simultaneously
* Positive attitude and energy
* A love for the fashion industry social media platforms
* Acting as an ambassador for THE OUTNET.COM you will have exceptional communication and networking skills, a great sense of personal style
* Ability handle sensitive and urgent matters, exercising excellent judgment
* Previous PR work experience is preferred but not essential, however the ability to understand the key elements of the role is essential interest in pursuing a career in PR/Communications