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# Example of PR Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Supporting Press Assistant to ensure continuous high levels of product placement in the media
* Dealing with price and credit requests
* Management of the press samples, including returns and send outs
* Monitoring and scanning coverage, creating weekly coverage reports for Senior Management and internal teams
* Working closely on key projects throughout the year Gigi Campaign, Unique show
* Building and maintaining important internal relationships including buying, design and retail teams
* Supporting international team, booking courier to send samples to global markets
* Provide project support to the Press Co-ordinator and Press Assistants
* Managing relationships with journalists to encourage great product coverage
* Assisting at the London Fashion Week Show

## Qualifications for PR assistant

* A mature professional who thrives in a fast paced environment, thinks on their feet, works well with a team and uses initiative, and provide quick and flexible responses and work under pressure
* Should be capable of helping in studio, if necessary
* Additional languages are highly desired
* Extremely organised with a professional attitude
* Train new interns
* Support Press team in organising seasonal activities