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# Example of PR Assistant Job Description

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

* Assist PR HQ team with Press Trip travel, reservations
* Maintain day to day calendar for VP of PR and Marketing
* Lead scheduling meetings and liaise with appropriate contacts to secure times, coordinate meeting rooms and/or conference/video calls including administering meeting setup, agendas, notes and calendar invitations
* Coordinate payment and maintain records/filing for all department invoices, contracts and expenses
* Capture and report time off requests for PR department and VP of PR and Marketing
* Oversee and maintain key contact database for VP of PR and Marketing
* Manage all incoming mail and packages for department
* Maintain department’s magazine library and media subscriptions monthly
* Maintain office supplies and department orders
* Oversee IT requests for department

## Qualifications for PR assistant

* Design and manage a framework to collect and share customer use case information
* Design and implement a system for effectively reporting on customer use cases
* Support the PR team in creating engaging, shareable assets based on customer use cases
* Implementing integrated communication campaigns on major product launches, events
* Branding, Public Relations
* 4-6 years’ experience with a background in PR (agency or in-house)