



Example of Marketing & PR Job Description

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

Responsibilities for marketing & PR

- Send out PR Alerts to all staff informing them of events, promotions, on-site shoots or any other important information relevant to the hotel and its outlets
- Daily product sends to media
- Tracking editorial coverage
- Assist in PR mailings to beauty editors, celebrities, makeup artists
- Product stockroom maintenance
- Compiling & organizing beauty research
- Maintain media contacts list
- Identify and develop close relationships with key journalists from top press outlets in Sub-Saharan Africa
- Work with Chicago Multimedia Producer in organising and recording videocast and podcasts from Cape Town office
- Identify, arrange and oversee participation in conferences, associations and trade shows in Sub-Saharan Africa

Qualifications for marketing & PR

- Presentation skills/articulate
- Basic computer skills including Microsoft Office, Illustrator, Photoshop and InDesign
- Industry knowledge and passion for sports and media strongly preferred
- Thoughtful, mature professional with 8-10 years of marketing and

- Ability to understand the balance between art and commerce and effectively communicate both business and brand requirements